

Contract no. 817



**Agreement between
BERGEN COMMUNITY COLLEGE
and
BERGEN COMMUNITY COLLEGE
FACULTY ASSOCIATION
July 1, 1991 - June 30, 1993**

AGREEMENT BETWEEN
BERGEN COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

BERGEN COMMUNITY COLLEGE FACULTY ASSOCIATION
JULY 1, 1991 - JUNE 30, 1993

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THIS AGREEMENT is entered into effective the first day of July, 1991, by and between the BOARD OF TRUSTEES OF BERGEN COMMUNITY COLLEGE, hereinafter referred to as the "BOARD" and the BERGEN COMMUNITY COLLEGE FACULTY ASSOCIATION, hereinafter referred to as the "ASSOCIATION".

ARTICLES OF AGREEMENT

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I - BARGAINING UNIT

1. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Public Law 1973, Chapter 123, for the Bargaining Unit which shall be comprised of all full-time faculty holding the ranks of Professor, Associate Professor, Assistant Professor, Instructor, or Associate Instructor, and of all full-time employees bearing the titles of Library Associate, Professional Assistant or Technical Assistant, whether said faculty and employees are on contract for a full calendar or academic year or any part thereof, or on leave, excluding the President of the College, Vice President, Deans, and the Director of Institutional Research.
2. The Board agrees not to negotiate with any member in the bargaining unit individually, or with any group within the bargaining unit other than the Association for the duration of this Agreement.
3. The Bargaining Unit shall hereinafter be designated as follows:

GROUP T - Full-time teaching faculty holding the academic rank of Professor, Associate Professor, Assistant Professor, Instructor or Associate Instructor.

GROUP C - Full-Time faculty in the Continuing Education Division holding the rank of Professor, Associate Professor, Assistant Professor or Instructor.

GROUP S - Full-time faculty in the areas of Student Development and Financial Aid and Veteran Service holding the academic rank of Professor, Associate Professor, Assistant Professor or Instructor.

GROUP L - Full-time faculty in the Library and Learning Resources Center holding the academic rank of Professor, Associate Professor, Assistant Professor or Instructor.

GROUP R - Full-time faculty in the areas of Admissions, External Relations, Information, Admissions Testing, Record, Registration, Scheduling, holding rank of Professor, Associate Professor, Assistant Professor or Instructor.

GROUP A - Library Associate, Professional Assistant, and Technical Assistant.

"FACULTY MEMBER" shall be defined only as members in Groups "C", "L", "R", "S" and "T".

"MEMBER" shall hereinafter be the term used to designate all individuals of the aforementioned Groups.

ARTICLE II - UNDERSTANDINGS RELATIVE TO THIS DOCUMENT

1. The dates of this contract are from July 1, 1991--June 30, 1993.
2. This Agreement supersedes all previous understandings and agreements between the Association and the Board.
3. If any provision of this Agreement or any application of the Agreement to any member or group of members shall be found contrary to statutory law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by statutory law, but all other provisions or applications of the Agreement shall continue in full force and effect.
4. Should a mutually acceptable amendment be negotiated by the parties, it shall be reduced to writing and submitted to appropriate ratification procedures of the Board and the Association. At such time as it has been so ratified, it shall become part of this Agreement.
5. Any individual contract between the College and an individual member shall be subject to and consistent with the terms and conditions of this Agreement, which shall be binding during its duration.
6. The Board agrees to duplicate and present copies of this Agreement, within a reasonable time after signing by both parties, to all members now employed or subsequently employed by the Board during the term of this Agreement.

ARTICLE III - NEGOTIATIONS

1. The parties shall enter into negotiation no later than October 15 of the date preceding the expiration of this contract, unless otherwise agreed to in writing by both parties.
2. Whenever any representative of the Association or any member is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings which are related to Association matters, he shall suffer no loss in pay, nor be expected to compensate in any way for time spent in carrying out such responsibilities, nor shall he receive extra compensation therefore.

3. Neither the Board nor the Association shall have or exercise control over the selection of the negotiating representatives of the other party, and it is mutually agreed that said representatives shall have all necessary authority to make proposals, consider proposals and make counter proposals during negotiations.

ARTICLE IV - BOARD RIGHTS AND RESPONSIBILITIES

1. The Association recognizes that the Board has the responsibility and the authority to manage and direct in behalf of the public and itself all the operations and activities of the College to the full extent authorized by law, provided that the exercise of such rights and responsibilities shall be in conformity with this Agreement.

ARTICLE V - ASSOCIATION RIGHTS AND RESPONSIBILITIES

1. The Association shall enjoy such rights and privileges as are accorded by this Agreement and by Law.
2. Duly authorized members of the Association shall be permitted to transact official Association business on College property when they have no instructional or office hours or other assigned responsibilities scheduled, and when such transactions in no way interfere with College business or with the instructional or office hours or other assigned responsibilities of any other member of the College faculty or staff.
3. The Association shall supply, at its own cost, all materials, stationery and other supplies required for use in carrying on the administrative, financial or operational functions of the Association. College equipment, when not required for College purposes, shall be available for use on campus by the Association.
4. With the prior approval of the President or his designee, which shall not be arbitrarily withheld, the Association's duly authorized representatives or members employed by the Board may be permitted use of College facilities for meeting purposes at such time and place as will not interfere with, delay or defer any activity or function of the College.
5. The Association may be permitted the use of the College internal mail and telephone systems. Postage for external mail for Association purposes shall be provided by the Association. All outside calls, local and long distance, for Association purposes, shall be paid for by the Association.
6. The person who holds the office of President of the Association shall be provided by the College a single occupancy office on campus during his term of office, provided space limitations permit, as determined by the President or his designee.

7. A Bulletin board in a location designated by the President of the College for the official Association purpose shall be provided in the main campus building.
8. Members are required to adhere to all rules and regulations, current and future, necessary for the proper administration and conduct of the College.

ARTICLE VI - CALENDAR

1. The President will review with the executive committee of the Association the recommended calendar submitted by the Senate before he makes his final decision.

ARTICLE VII - INDIVIDUAL CONTRACTS

1. Individual contracts for employees in Group "T" shall be from September 1st through June 30th each year. The College obligation for this Group shall be from September 1st to on or about June 15th, emergent matters permitting.
2. Individual contracts for employees in Groups "C", "L", "R", and "S" shall be from July 1st through June 30th each year, except that individual contracts for new employees in Groups "C", "L", "R", "S", hired after the 1979-80 school year, may be issued on a ten (10) or eleven (11) month basis. Members working on an eleven (11) month basis shall be entitled to a one (1) month vacation (23 working days) during July or August, or at other times during the academic year equivalent to one (1) month and approved by the President or his designee. Individual contracts for employees in Groups "C", "L", "R", and "S" hired prior to the 1979-1980 school year may elect if offered on an annual basis a ten (10) or eleven (11) month contract. Individuals electing to work on an eleven (11) month basis shall be entitled to vacation as stated in this paragraph.

Group "S" members employed on a ten (10) month contract, 9/1-6/30, may request a flexible contract (any ten (10) out of twelve (12) months) subject to the right of refusal by the Administration. Opportunity will be provided for members of Group "S" to work their thirty-four (34) hours on a four (4) day work schedule on a rotational basis subject to the limitation that there be only one member per week on a four (4) day work schedule.

3. Individual contracts for Group "A" shall be from July 1st through June 30th each year. Technical and Professional Assistants may be hired, effective July 1, 1983 on a ten month basis. Compensation is to be 15% below 12 month Technical Assistant and Professional Assistant salaries. Instructional Group "A" members and non-instructional Group "A" members, employed as professional or technical assistants prior to July 1, 1981 shall be entitled to a one (1) month vacation (23 working days) during July or August or at other times during the academic year equivalent to one (1) month and approved by the President or his designee, and those holidays when the College is closed.

Individuals who have been members of Group "A" for ten (10) years shall shall receive a two year reappointment contract effective with their next reappointment date.

Vacation days for Non-instructional Professional Assistants and Technical Assistants appointed after July 1, 1981 and all instructional Professional Assistants and Technical Assistants hired after October 1, 1991 shall be determined as follow:

- a) Vacation entitlement for a contract year shall be determined by the length of the employee's active employment as of July 1st of that year.
- b) Non-instructional Group "A" members, with less than a full year of employment as of July 1st, shall receive one (1) vacation day for each full month of active employment prior to that date; employment on or before the 15th of the month shall be considered a full month.
- c) Employees with one or more full years of active employment, as of July 1st, shall receive the following vacation:

1 year	13 days	6 years	19 days
2 years	14 days	7 years	20 days
3 years	15 days	8 years	21 days
4 years	16 days	9 years	22 days
5 years	18 days	10 years	23 days

- d) An employee who leaves before completing six (6) months of active employment shall receive no vacation credit. An employee who resigns before the end of a given month shall receive no credit for that month. An employee who takes a Leave of Absence (Medical, Maternity or other) shall have his vacation entitlement pro-rated to reflect his months of active employment between July 1st of the preceding year and June 30th of the current calendar year.
- e) Vacations shall be scheduled with due consideration for the operating needs of the division; however, individual requests will be considered to the extent practical. If it should be necessary to choose between employees in the same job in arranging the vacation schedule, seniority at the college shall rule.

ARTICLE VIII - SALARY

1. The Board hereby agrees to compensate members for the period July 1, 1991, and ending June 30, 1993, in accordance with the amount set forth in the salary schedules, Appendix "A" July 1, 1991-December 30, 1991; Appendix "B" January 1, 1992-June 30, 1992; Appendix "C" July 1, 1992-December 30, 1992; and Appendix "D" January 1, 1993-June 30, 1993, annexed hereto and made a part hereof.
- 2a. For the period commencing July 1, 1991 and ending December 30, 1991, the salary guide shall be adjusted so the next higher step on the 1991-1992 guide shall be 5% five percent greater than the preceding step on the June 30, 1992 salary guide. Each member shall receive an across-the-board salary increase equivalent to five percent (5%), not to exceed the maximum of the guide. This increase includes the annual increment referred to in 2F. Effective July 1, 1991, through June 30, 1992, the overload rate for faculty members shall be 4% above their 1990-1991 overload rate. See Appendix "A".
- 2b. For the period commencing January 1, 1992 and ending June 30, 1992, each employee shall receive an additional increase to their base salary of \$1,472.00. This represents three percent (3%) of the June 30, 1991 mean base salary. The actual amount of the increase will vary subject to each individual being placed on the nearest 1/8 step of the salary guide that corresponds to the sum of the previous base and this amount. See Appendix "B".
- 2c. For the period commencing July 1, 1992 and ending December 30, 1992, the salary guide shall be adjusted so the next higher step on the 1992-1991 guide shall be 5% greater than the preceding step on the 1989-1990 salary guide. Each member shall receive an across-the-board salary increase equivalent to five percent (5%) not to exceed the maximum of the guide. This increase includes the annual increment referred to in 2d. The overload rate effective July 1, 1992 through June 30, 1992 shall be 4% above their 1991-1992 overload rate. See Appendix "C".
- 2d. For the period commencing January 1, 1992 and ending June 30, 1992, each employee shall receive an additional increase to their base salary of \$531.00. This represents 1% of the June 30, 1992 mean base salary. The actual amount of the increase will vary subject to each individual being placed on the nearest 1/8 step of the salary guide that corresponds to the sum of the previous base and this amount. See Appendix "D".
- 2e. The percentages in 2a thru 2d above apply to all stipends and guides that are normally increased with an across-the-board settlement, i.e., 5% - 3% - 5% - 1% according to the schedule above.

- 2f. Each member shall receive an annual increment by advancing from his current salary step to the next higher step of the salary schedule for his rank or classification, only upon the recommendation of the President to the Board of Trustees, which recommendation shall not be arbitrarily withheld. If an increment is withheld, the member shall have recourse to the grievance procedure. A step is defined as one vertical movement in a guide from the lower rate to the higher rate (Representing a 4.07% adjustment.) The salary increment for the first year of employment for faculty members shall be pro rated as follows:

Months of Service:	10	9	8	7	6	5	4	3	2 or less
Steps:	1	7/8	3/4	5/8	1/2	3/8	1/4	1/8	0

3. If a faculty member is promoted to a higher rank, he shall be placed on that step of the salary schedule of his new rank which is equal in amount to that which he would have received had he not been promoted, plus one (1) increment.
4. Members engaged for overload teaching over and above their required teaching load or work load shall be compensated at their full overload rate per fifty minute contact hour, as set forth in Appendix A, B, C & D.
5. Full-time members in Groups "A", "C", "L", "R", and "S", engaged for overload services over and above their required hours shall be compensated at two-thirds (2/3) of the overload rate per 60 minute clock hour as set forth in Appendix A, B, C & D.
- Employees in Groups "A", "C", "L", "R", and "S" who work on Sunday will be paid at the overload rate per clock hour.
6. Faculty members in Groups "C", "L", "R", and "S" who work eleven (11) months shall be paid an additional ten percent (10%) of their annual ten (10) month salary.

Faculty members of Groups "C", "L", "R", and "S", employed under a ten (10) or eleven (11) month contract, who are normally required to work those days that the College is open but classes are not in session, shall earn an additional five hundred (\$500) dollars payable in prorated installments one at the end of the Fall Semester and one at the end of the Spring semester. With the approval of the appropriate Dean, a faculty member in the "C", "L", "R", and "S" Groups may elect to take days off and forfeit fifty dollars (\$50) of the total five hundred (\$500) entitlement for each day taken off. Faculty members in Groups "C", "L", "R" and "S" who commenced employment prior to the Spring 1985 semester shall earn an annual stipend of five hundred dollars (\$500). Faculty members in Groups "C", "L", "R" and "S" who commenced employment during the Spring 1985 semester shall earn an annual stipend of two hundred and fifty dollars (\$250.00).

Effective July 1, 1991, the stipend for the following positions shall be as follows:

Stipend S.

<u>Coordinators</u>	<u>July 91</u>	<u>Jan 92</u>	<u>July 92</u>	<u>Jan 93</u>
Dental Hygiene Program Coordinator	\$3,766	\$3,874	\$4,068	\$4,107
Med. Laboratory Technician Coord.	5,693	5,856	6,149	6,208
Med. Office Assistant Prog. Coord.	5,693	5,856	6,149	6,208
Radiological Technician Prog. Coord.	5,693	5,856	6,149	6,208
Respiratory Technician Prog. Coord.	5,693	5,856	6,149	6,208
Operating Room Technician Prog. Coord.	4,683	4,817	5,058	5,109
Accounting Program Coord.	3,595	3,698	3,883	3,922
Data Processing Program Coord.	3,595	3,698	3,883	3,922
Hotel Restaurant Program Coord.	3,595	3,698	3,883	3,922
Business Administration Program Coord.	3,595	3,698	3,883	3,922
American Language Program Coord.	4,683	4,817	5,058	5,109
Composition Program Coord.	3,595	3,698	3,883	3,922
English Basic Skills Program Coord.	3,595	3,698	3,883	3,922
Computer Science Program Coord.	365 mo.	375 mo.	394 mo.	398
Director Continuing Education	2,226	2,290	2,405	2,429
Director Financial Aid	2,226	2,290	2,405	2,429
Academic Coordinator	2,226	2,290	2,405	2,429
Job Placement Coordinator	2,226	2,290	2,405	2,429
Social Science/Comm. Arts Coord.	3,766	3,874	4,068	4,109
Assistant to Dean-Nursing	3,216	3,308	3,473	3,508
Medical Sonography Prog. Coord.	3,216	3,308	3,473	3,508
Clinical Coord. Radiological Tech.	1,908	1,963	2,061	2,802
Section Head Library	903	929	975	985
Legal Assistant Program Coord.	1,908	1,963	2,061	2,802

7. A qualified member requested by the Dean to cover the class of an ill colleague will receive compensation in accordance with the established overload rate for the type of class covered.

For reasons other than illness, and with the approval of the Division Dean, qualified faculty members may substitute for each other without loss of pay or extra compensation.

If the College President, or his designee, who shall be the appropriate full Dean, requests a faculty member to attend a particular conference or meeting as the College representative, the faculty member requested to cover the classes by the Dean of the Division, shall receive compensation in accordance with the established overload rate for the type of class covered.

If an athletic coach is requested to have his or her team participate in a regional or national tournament, and must accompany the students during such a tournament, the substitute engaged to cover the coach's classes shall be paid in accordance with the part-time salary schedule set forth in Appendix A, if the substitute is a faculty member.

8. Full-time faculty of Group "T" are required to render up to three (3) days of service at each registration as part of their total responsibility and without extra compensation, except that payments for such services shall be made for registration of part-time students which occur after 5 p.m. and for registration of Summer session students, at the rate of \$13.00 per hour for 1988-89, \$14.00 per hour for 1989-90 and \$15.00 per hour for 1990-91. Any service beyond the required three (3) day period for each registration will be compensated at the rate for time actually served.
9. Currently employed full-time faculty members who receive their terminal degree (Doctorate) from a college or university that has been accredited by a regionally accredited agency shall be given one increment improvement on their salary schedule upon evidence of their attainment of the degree.

ARTICLE IX - LOAD

1. The teaching load for Group "T" shall not exceed thirty (30) contact hours per academic year, nor exceed twenty-one (21) contact hours per semester without compensation, as provided for in Article VIII. If more than eighteen contact hours are assigned in-load in a semester, then there will be no more than twenty one contact hours permitted in that semester including overload. The President may provide for extra compensation for teaching assignments beyond fifteen (15) contact hours during any semester. Every effort will be made by the administration to give each faculty member a fifteen (15) hour contact load each semester. The faculty member is obligated to teach thirty (30) contact hours per academic year; however, if, under certain conditions, a faculty member's load is less than thirty (30) contact hours per year, the faculty member shall be assigned by the President or his designee to an administrative responsibility, two (2) hours of administrative work being equivalent to one contact teaching hour, to make up the required thirty (30) contact hours of teaching, or be given an extra class assignment which could exceed the thirty (30) required contact hours. In this instance, the faculty member shall be paid for the extra hours beyond the required thirty (30) in accordance with the established overload rates. This clarification in no way modifies or supersedes page 29, Clause D, Termination By the College of Tenured Appointments.

2. Full time Group "T" employees may request to work an eighty-percent (80%) reduced load classroom teaching schedule during the academic Fall and Spring semesters. If approved by the College, such employees shall receive eighty percent (80%) of salary.
3. Overload teaching by faculty members up to six (6) contact hours per semester will be permitted at Bergen Community College or other institutions. During the period of sabbatical leave, a faculty member may work up to four (4) contact hours during each semester subject to the limits stated in #12.
4. Preference for overload teaching shall normally be given qualified faculty members of Group "T" over adjunct faculty.
5. No faculty in Group "T" shall be required to teach, as part of his schedule, more than six (6) contact hours per semester between the hours of 6:00 P.M. and 10:00 P.M. without his consent; the above shall not apply when this necessitates the issuance of schedules to other tenured faculty members that otherwise would have violated this article.
6. In the event that a faculty member in Group "T" is required to teach on Saturday as part of his regular schedule, he shall have the following Monday off. No faculty member in Group "T" shall be required to render services on Saturdays for two (2) successive semesters.
7. Full-time faculty members engaged for the first time on or after July 1, 1970, may be explicitly engaged to teach a full schedule after the Hour of 6:00 p.m. daily. They shall be so designated "Full-time Evening Session Faculty." Annually, full-time evening session faculty shall be given priority for appointments as regular day session faculty members if such vacancies exist.
8. Faculty in Group "S" shall have thirty-four (34) scheduled hours of work per week. They shall be required to work no more than seven (7) hours on any given day, nor more than five (5) days in any given week. These hours shall be scheduled consecutively (with the exception of the lunch hour and/or dinner hour). No more than four (4) of these hours shall be scheduled after 6:00 p.m. on more than two (2) days of the week without his consent.
9. Faculty in Group "C", "L" and "R" shall have thirty-five (35) scheduled hours of work per week. They shall be required to work no more than seven (7) hours on any given day and no more than five (5) days in any given week. These hours shall be scheduled consecutively (with the exception of the lunch hour and/or dinner hour).

10. A reduced force of members of Groups "C" "L" and "R" sufficient to maintain and fulfill the public service responsibilities of the Library Learning Resources Center, the Office of Admissions and Registration, Continuing Education Division and Group "A" members of all divisions shall be permitted during the Fall and Spring recess. The numbers are to be approved by the President or his designee.
11. Members of Group "A", are twelve month employees and shall have thirty-five (35) scheduled hours of work per week. These hours shall be scheduled consecutively on any day, with the exception of the lunch hour and/or dinner hour.
12. Overload teaching during the Fall and Spring semesters shall not exceed six (6) contact hours per semester. In the event that mode scheduling or course credit prevents a member of Group "T" from teaching six (6) overload hours in a semester the Group "T" member may teach up to seven and one-half (7 1/2) equated contact hours in either the Fall or Spring semester to achieve the intent of his having the opportunity to teach twelve (12) overload hours during the Fall and Spring semesters combined.

Faculty members engaged to teach other than during the Fall and Spring semester may teach up to nine (9) contact hours in any one session.

Overload teaching shall not exceed forty-eight (48) hours over the period July 1, 1991 - June 30, 1993, with a maximum of twenty-four (24) hours in any one contract year.

13. Preference for Summer session work shall normally be given to qualified faculty members of Group "T" over adjunct faculty.
14. Procedures for the assignment of all overload shall be as follows:
 - A. Overload teaching schedule hours will be allocated to persons holding rank within the discipline in the following order: Professor, Associate Professor, Assistant Professor, Instructor, Associate Instructor.
 - B. The number of years in rank will determine the priority within that rank. In the event of a tie, the total number of years of service at Bergen Community College will govern.
 - C. Qualifications to teach the overload course (s) will be determined by the Dean of the division, subject to approval by the Dean of Instruction or his designee.

- D. Overload course assignments will be made by assigning one (1) course to each faculty member until all full-time faculty members have been offered one teaching course in the discipline. It is understood that individual courses up to four contact hours will be considered one course. Individual courses having more than four (4) contact hours will be considered to be a second course. Additional assignments will be scheduled on the same rotating basis outlined above until all overload courses have been scheduled, or all the faculty members have been offered the maximum number of allowable overload contact hours that they are permitted to teach under this agreement. It is the parties' intent that overload among qualified faculty members will be distributed as equitably as possible.
- E. In the event of a course cancellation, the faculty member of highest rank assigned to that course has priority rights to other courses, provided he or she is qualified.
- F. A faculty member teaching in more than one discipline as part of his regular load is entitled to the same privileges as other members in those disciplines.
- G. Group "T" members of academic disciplines have priority in all academic disciplines over Groups "A", "C", "L", "R", and "S" members of non-academic divisions. After all full-time Group "T" members have been accommodated, qualified members of Groups "A", "C", "L", "R", and "S" will be considered according to the Divisional Deans' discretion, subject to the approval by the Dean of Instructional Services. Overload teaching compensation will be at the appropriate overload rate, as stated in this agreement.
15. Summer session tentative assignments shall be issued by the President not later than three (3) weeks prior to the start of the Summer session.
16. When a faculty member of Group "T" is requested to make a major educational effort, for example the development of a full course in autotutorial materials or a course of study on video tape, he will receive release time consideration. The Association shall be requested to give advisory consultation.

ARTICLE X - SCHEDULES FALL AND SPRING SEMESTERS

1. Faculty members shall be notified, to the extent feasible, of their tentative teaching schedule at least two weeks before the first day of classes. Final schedules of teaching assignments shall be subject to registration and the final schedule of classes as determined on the day of scheduled class cancellations. Group "T" members must be available to have their schedule changed, if they desire, on that day.

2. Teaching schedules, except for those persons teaching rotational courses, shall be so arranged that the elapsed time between the beginning of the first class and the end of the last class shall not exceed seven (7) hours in any one day, and shall accumulate to no more than thirty (30) hours per week whenever possible. When an evening assignment is made part of the regular load of a faculty member, every effort will be made to provide at least twelve (12) hours between the end of the last class and the beginning of the first class of the next day. The above shall not apply when this necessitates the issuance of schedules to other tenured faculty members that otherwise would have violated this article.
3. Every effort will be made so that there shall be no more than three (3) consecutive teaching classes as part of the full-time teaching schedule.
4. Every effort will be made to have no more than three (3) different class preparations within the full-time teaching schedule.

ARTICLE XI - LECTURE MODES AND CLASS OVERLOAD COMPENSATION

Large Lecture Modes

1. A lecture mode is determined by the number of course sections which it encompasses, not by the number of students. Type A Mode consists of a single section of any given course. Type B Mode consists of two sections of any given course, meeting anywhere between one third and two thirds of the weekly hours together. Type C Mode consists of three or four sections of any given course, meeting anywhere between one third and two thirds of the weekly hours together.

Contact load for modes shall be as follows:

<u>14 week semester</u>	=	<u>57 Minute Period</u>	<u>85 Minute Period</u>
Type A course meeting	=	1 contact hour	1.5 contact hours
Type B course meeting	=	1.5 contact hours	2.25 contact hours
Type C course meeting	=	2.0 contact hours	3.0 contact hours

Class Overload Compensation

For each student in excess of the following:

Laboratories (Science, Biology, etc.)	25
English Composition	25
All other courses	35

The following fractional parts of the faculty members' part-time rate, shall be used in computing their overload class size compensation:

Laboratories (Science, Biology, etc.)	1/25
English Composition	1/25
All other courses	1/35

The following fractional part of the faculty members' part-time rate, shall be used in computing their overload class size compensation:

Laboratories (Science, Biology, etc.)	1/25
English Composition	1/25
All other courses	1/35

Faculty will be compensated at the appropriate fractional part-time rate for each student in each of their classes, both inload and overload, in which students receive final grades A, B, C, D, N, and R, and are in excess of the class size indicated above.

The Board of Trustees will endeavor not to exceed student enrollment in courses as follows:

Computer Laboratories & Business & Math	24
Laboratories (Science, Biology etc.)	28
English Composition	28
All other courses	42

The student enrollment for nursing clinic shall be in accordance with the criteria specified by statute (NJSA 45:14) and regulation NJAC 13:37.

In the event that class size exceeds the above standard, calculated as of the tenth (10) day of classes, the Faculty Association may negotiate on remuneration for the teaching of students in excess of such class size standards.

The student enrollment for nursing clinic shall be in accordance with the criteria specified by statute (NJSA 45:14) and regulation NJAC 13:37.

Science Modes

For Science courses, the following will demonstrate the scheduling of modes:

<u>Lecture Mode</u>	<u>Lecture Size</u>		<u>Minimum No. of Labs</u>
A	0	28	1
A	29	42	2
B	43	56	2
B	57	84	3
C	85	112	4
C	113	140	5
C	140	168	6

For Data Processing courses, the following will demonstrate the scheduling of modes:

<u>Lecture Mode</u>	<u>Lecture Size</u>		<u>Minimum No. of Labs</u>
A	1	24	1
A	29	42	2
B	43	48	2
B	49	72	3
B	73	84	4
C	85	96	4
C	97	120	5
C	121	144	6

Nothing in the preceding language shall state or imply any limitations on the number of students enrolled in sections or modes subject to any other provisions of Article XI.

2. Each instructor's teaching schedule must be arranged so that he has classes on at least four (4) days, except for rotational courses, and has one (1) posted office hour on three (3) of those days. A fourth (4) office hour must be made available each week on an appointment basis.
3. An instructor whose equated contact hours exceed fifteen (15) in any semester shall be paid at his appropriate overload rate.
4. Instructors teaching Cooperative Work Experience and/or being paid by the Co-op formula during prior years, shall be compensated on the following basis:

1 - 7 students	= 1 contact hour
8 - 15 students	= 2 contact hours
16 & 17 students	= 2.25 contact hours
18 & 19 students	= 2.50 contact hours
20 & 21 students	= 2.75 contact hours
22 & 23 students	= 3.00 contact hours
24 - students	= 3.25 contact hours

5. An instructor who teaches a Type "B" or "C" lecture is also to teach the recitations for that course meeting. This does not apply to laboratories. Exceptions to this may be made only by the Dean of Instructional Services.

6. Mode assignments that bring a Group "T" members teaching load beyond fifteen (15) contact hours will not be made until all Group "T" members of the department are provided the opportunity to obtain a full teaching load, except as provided for in Article IX, Section 1.
7. T.V. course compensation shall be based upon the inload or overload rate, depending upon the assignment made by the Dean.

Student enrollment up to eleven students to be compensated in accordance with "Small Class Size" reduced hours formula. With student enrollment from twelve to fifty-two students, the instructor shall receive one contact hour per credit. From 53 students through 59 students, compensation shall be 1/45.

60 - 95 students	B mode compensation 1.5 contact hours
96 - 130 students	C mode compensation 2 contact hours

8. For English Composition classes, the T.V. formula shall be:

For the first 35 students, the instructor shall be compensated one contact hour per credit.

From 36 students through 41 students inclusive, each additional student will provide 1/35 compensation per student up to 41 students.

42 - 75 students	B mode compensation 1.5 contact hours
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No faculty member is to be assigned inload more than one "B" mode in English Composition T.V. course per semester.

9. SMALL CLASS SIZE - REDUCED HOURS

The Administration and the Faculty Association mutually agree as follows:

1. As an alternative to cancelling a class because of insufficient registration, the Divisional Dean may at his discretion utilize the following approach and authorize a "small class." Every effort will be made to keep the number of such classes to a minimum. This approach will not be used with Laboratory type courses (e.g. Science, Allied Health, etc.).
2. "Small classes" are defined as those having four (4) to eleven (11) students enrolled. Meetings and contact hours calculations are to be as follows:

	Contact Hour	
	<u>Duration of weekly mts. equivalent for faculty</u>	
2 Contact Hours	1 hour (PSI personalized system of instruction)	1.5
3 Contact Hour courses	1 1/2 hrs. PSI personalized system of instruction)	2.25
4 Contact Hour courses	2 hrs. (PSI personalized system of instruction)	3.00

*In-load or overload as appropriate. If the enrollment drops to zero during the semester, overload payment will be prorated for the portion of the semester which the course actually ran or an equivalent administrative assignment will be made available, if possible, for the balance of the semester.

3. The instructor is to motivate the students to achieve in the one (1) weekly meeting essentially the same work as is accomplished in one (1) week of regular classes. The instructor may use the first half of that meeting to determine how well students have mastered last week's tasks. The second half of the meeting can be used to explain the material of the current week's work and give the students their specific tasks.

OR Small Class Size Pro Rated Compensation.
The Divisional Dean, with the acceptance of the faculty member, may utilize the following approach and authorize a "small Class." Every effort will be made to keep the number of such classes to a minimum. It is understood that the small class formula will not be used in Nursing Labs, Allied Health Labs and in the following classes.

Calculus I
Calculus II
Calculus III
Differential Equations

No individual section of B or C mode is to be assigned small class size.

The faculty member shall meet the full number of contact hours assigned to the class. Compensation will be based on the number of students enrolled as follows:

Students	Contact Hour Compensation
11	0.95
10	0.90
9	0.85
8	0.80
7 or less	0.75

*In-load or overload as appropriate - see above

10. NEWSPAPER COURSE

1. Phone hours/week x number of weeks.
The phone hours are based on the number of students registered in the course, on the assumption that more students will require more telephone conversations and that the regular faculty office hours, four (4) per week, will not be sufficient to account for the needs of all students taking courses with the instructor. It is also assumed that approximately one telephone conversation every week will be held with each student. These hours also cover person to person conferences as well.
2. The reading time for the faculty member assumes that the article in the newspaper will require at least two (2) readings.
3. One-half hour is allowed per grading each m and each final examination.
 - A. Overload only.

Example - Sixty (60) students will be equivalent to two (2) overload hours; this will permit the faculty member to carry four (4) additional contact hours of overload courses, for a maximum permissible six (6) contact hours overload.
 - B. Student numbers between 75 and 200 call for inload only.

Example - One hundred and thirty-four (134) students in the course will account for four (4) inload hours of the fifteen (15) contact hours, allowable minimum per week.

- C. For overload consideration, when it becomes advisable, a division will be made into more than one section of the course to enable another faculty member to share the students, since the faculty member will already be carrying at least fifteen (15) contact hours.
- D. The rationale for this item is that the first faculty member made the original commitment to the course, was involved from the beginning and did the original preparation. The Dean of Instructional Services will not arrange a split if the result will be too disadvantageous to the second faculty member.
- E. When the course is part of a fifteen (15) contact hour load, additional payment will not be made. Additional payment based on the formula described, will be made for overload courses only.

NEWSPAPER COURSES

NEWSPAPER COURSE FACULTY RESPONSIBILITIES AND REMUNERATION

(For courses that do not involve faculty participation in production or writing)

Payment based on:

	<u>Hours</u>
1. Phone hours/week x number of weeks	_____
2. Reading time*/article x number of articles	_____
3. $\frac{1}{2}$ hour per grading examination (includes take home examinations).	_____
Faculty will compose and grade all examinations.	
Type and number of examinations to be given must be approved by the Dean of Instructional Services.	
Total Hours	_____
Total Hours x \$ 9.00 (for Instructor)	=
Total Hours x \$10.00 (for Asst. Prof.)	=
Total Hours x \$11.00 (for Assoc. Prof.)	=
Total Hours x \$12.00 (for Full Prof.)	=

*Reading time will be reviewed for each course and will generally be between half ($\frac{1}{2}$) hour and one (1) hour/article.

Equivalent Overload Hours or Inload Hours	Number of Students	Phone Hours (Hours/week beyond regular office hours for telephone calls & personal conferences)
1	1 - 29	1 60 + 29 = 2
Overload 1	30 - 44	2 120 + 42 = 3
only 1½	45 - 59	3 180 + 57 = 3
2	60 - 74	4 240 + 74 = 3½
3**	75 - 104	5
Inload 4**	105 - 134	5***
only 5**	135 - 164	6
6**	165 - 200	6

**For overload consideration, a division will be made into two or more separate courses to provide the number of students a faculty member can reasonably accommodate.

If not inload, but overload, a split will involve at least two (2) faculty members. A split arrangement will be made such that the split will not affect the first faculty member's equated load adversely. The first faculty member will normally not be given fewer than sixty (60) students. The Dean of Instructional Services will make the decision as to when a split will be effected.

**Inload requires no additional payment. Overload requires additional payment.

Examples:

Based on maximum number of students and 10th day enrollment - 3 credit course, taught by Assistant Professor.

Crime and Justice - Reading time one (1) hour/week

1 - 29 students

1. 1 x 15 weeks = 15 hours
2. 1 x 15 weeks = 15 hours
3. ½ hour per student x (29 students) = 14½ hours
44½ hours x \$10.00=\$445.00

30 - 44 students

1. 2 x 15 weeks = 30 hours
2. 1 x 15 weeks = 15 hours
3. ½ hour per student x (44 students) = 22 hours
67 hours x \$10.00=\$670.00

If seminars on campus are added to the program with the approval of the Dean of Instructional Services, additional payment will be made at the faculty members' overload rate times the number of (50 minute) contact hours the seminars meet.

The Dean of Instructional Services makes the decision as to whether or not to run the course, based on number of registered students.

11. Instructors teaching Directed Studies in Foreign Languages shall be compensated on the following basis, and shall have scheduled contact time as specified below:

# of students	Contact Hours	Awarded	Scheduled Contact Time
1 - 4	.25		1 x 1/2
5 - 9	.5		1 x 1/2
10 - 14	.75		2 x 1/2
15 - 19	1.00		2 x 1/2
20 - 24	1.25		3 x 1/2
25 - 29	1.50		3 x 1/2
30 - 34	1.75		4 x 1/2
35 - 39	2.00		4 x 1/2

Instructors assigned to Directed Studies in Foreign Language courses shall be responsible for operating all foreign language computer hardware and software in use in the college program.

ARTICLE XII - FRINGE BENEFITS

1. The Board agrees to provide each member at the Board's own cost and expense, with full family coverage under the N.J. State Health Benefits Plan. It is understood that the Board of Trustees will explore alternatives for a health benefit plan comparable to the N. J. State Health Benefits Plan. The Bergen Community College Faculty Association shall have the right of determining that the plan provides equal or better coverage. The Association shall rely on certification by the NJEA Research Division to determine that the proposed plan provides comparable benefits to the existing plan. If it is deemed by the Association that it is not comparable, the NJEA shall provide a written report to justify their decision. The Board will continue to provide for employees the existing N. J. Dental Plan with its present coverage. Premium cost for the Board shall not exceed for employee only coverage the following amount: for 1991 - 1993, \$259.00 per annum. For employees and single dependent coverage the premium cost to the Board shall not exceed for 1991 - 1993, \$539.00 per annum. The Board agrees to provide a family optical program (Vision Service Modified Plan A) which provides eye examination, lenses and frames once each 24 month period, provided service is performed by V. S. P. member doctor. Otherwise, the plan will provide partial reimbursement.

2. Effective July 1, 1988, the College agrees to pay up to the rate charged per graduate credit at Rutgers University, for a maximum of twelve credits per year, for graduate or self-improvement studies approved by the President. Members may also elect to take up to six (6) credits per semester, or six (6) equivalent non-credit course improvement studies approved by the President, at Bergen Community College, tuition and excess contact hour fee free provided space is available. Special fees, such as for Applied Music, shall not be waived. However, it is clearly understood that in no case may a member take more than six (6) hours in any semester, exclusive of Summer session, in any combination of Bergen Community College course or courses at another institution, without prior approval of the President. It is further agreed that, for those members who qualify, a maintenance of matriculation payment of up to the Rutgers rate for each semester up to four (4) semesters shall be allowed.
3. A spouse of a full time member will be permitted to take up to six (6) credits per semester, without payment of tuition fee and excess contact hour fee, at Bergen Community College with enrollment in any classes at Bergen Community College for which they meet entrance requirements and provided space is available. Special fees such as for Applied Music shall not be waived. Dependent children of full-time members may attend any Bergen Community College course for credit without payment of tuition fee or excess contact hour fee provided such dependent child shall be subject to all rules and regulations, including admission requirements as regular students of the College. Such dependent children afforded these privileges shall not be counted in determining any statistics related to faculty overload or pupil contact hours.
4. The Board of Trustees shall provide annual medical examinations for Technical Assistants who are exposed to potentially hazardous chemicals, or who work in the X-ray laboratories. The examination shall be performed by a College appointed physician, or the employee may, upon College approval, elect to use his own physician, in which case he shall be reimbursed, upon submission of a physician's bill, up to sixty (\$60) dollars. Request for reimbursement must be made not later than June 1st of each contact year.

ARTICLE XIII - LEAVES OF ABSENCE

All leaves, except for sick time, must be applied for in application form in accordance with procedures adopted by the President.

1. Sick Time - Each full time member shall be entitled to annual sick time of fifteen (15) days, to be used for absences caused by illness or physical disability. Any member hired mid-year will be placed on a ten (10) month contract for the remainder of the year, and all sick leave, personal leave benefits, plus Group "A" vacation time shall be prorated in accordance with the number of months of active employment. Twelve month members shall be entitled to one (1) extra sick day. A member is entitled to a maximum of three (3) partial sick days, which shall not be charged against sick leave, providing the member meets any part of his scheduled obligations on said days. If an illness or disability exceeds one day, a member shall not be charged for days against sick time on which he has no scheduled obligations. Scheduled obligations shall be understood to include, in addition to teaching his classes, office hours, committee meetings and special College functions or assignments.

Unused sick leave days shall accumulate year to year, with a maximum of fifteen (15) days accumulated during any one year. The College shall advise each member, in writing, as to the number of accumulated sick leave days, on or before June 30th of each year.

If a full-time faculty member is absent during other than major Fall and Spring semesters, for more than five (5) consecutive scheduled work days due to illness or disability, he may request and be granted, upon presentation of a physician's certification of illness, sick leave payment using his accumulated sick leave.

"Each member, after age fifty-eight (58) with ten (10) years of continuous service, or after fifteen (15) years of continuous service, shall receive, upon retirement, one-half (1/2) of the unused accumulated sick leave at the daily rate, based upon the member's salary at the time of retirement, subject to the maximum below. The daily rate is 1/200 of the member's base ten (10) month salary, which excludes any differential percentage for eleventh (11) month of employment or any other remuneration beyond the ten (10) month salary. The maximum payment upon retirement for a given year shall be \$16,500." In the event of an employee's death prior to retirement, regardless of age or length of service, his/her beneficiary shall be paid one-half (1/2) of the unused accumulated sick days at the daily rate based upon the employee's salary at the time of death, to a maximum of \$16,500.

The sick leave compensation language specified above shall be in effect for the period July 1, 1991 through June 30, 1993.

The payment for retirement for accumulated sick leave, as noted in this article, retirement is defined in accordance with the rules and regulations of The State of New Jersey approved pension plans.

2. Bereavement - A maximum of three (3) days shall be allowed with pay, to include overload, for absence for each death in the immediate family. Family shall mean father, mother, brother, sister, spouse, child, stepchild, grandchild, grandmother, grandfather, father-in-law, and mother-in-law. Members may apply for up to two (2) additional bereavement days to the President or his designee. Overload payment shall be limited to three (3) days bereavement leave when approved.

In the event of the death of a member of the family, other than those listed above, such as uncle or aunt, one full day, with pay, shall be allowed to attend the funeral.

3. Personal Leave - Special leave for personal emergencies of not more than five (5) working days a year may be granted with pay by the President or his designee.
4. Special Purpose Leave - Tenured members of the faculty may be granted leaves of absence for one year, without pay, for special purposes such as Study, Writing, Research, Graduate Projects, Public Service, or for other purposes which may bring credit to the individual and the College. The Board of Trustees may extend such leaves beyond the one year limit, upon recommendation of the President. Upon returning from such leave (s), the faculty member shall be placed on the same step on the Salary Schedule on which he would have been placed had he remained at the College during that period. Should a member request and receive a third (3) year leave, such member upon return, shall be placed one (1) step above that which he held when the leave first commenced. During such leave the faculty member may, at his option, pay premiums on medical insurance to the extent allowable and exercise whatever pension options are available for the period of the leave.
5. Sabbatical Leave - Sabbatical leaves will be granted for study and research, educational travel, restoration of health, or other pursuits as may contribute to professional growth.

To be eligible for sabbatical leave, the faculty member shall have served at least six (6) consecutive years at the College, including any leave of absence other than a sabbatical leave officially approved by the Board; such leave will be included in calculating the six (6) years. Compensation during sabbatical leave shall be for full salary for one-half (1/2) an academic year, or one-half (1/2) salary for a full academic year. During the leave, the recipient shall retain the rights of regular employment, such as status on salary schedule, retirement, medical benefits, and tenure. The College Promotion Committee shall serve as the Sabbatical Leave Committee, to recommend to the President eligible faculty members to be granted sabbatical leave.

The application for leave shall contain a definite statement of the plan of study, travel or other activities.

Acceptance of sabbatical leave obligates the recipient to return for service at the College for at least one year, unless explicitly waived by the Board at the recommendation of the President.

Employment during the sabbatical leave, solely for increased income, is incompatible with the purpose of the leave.

The number of sabbatical leaves during any academic year shall be at the discretion of the Board of Trustees.

It is the intent of the Board to grant, as far as possible, sabbatical leaves during an academic year taking into consideration the budgetary limitations on granting such leaves, as well as the professional plans of the various faculty members eligible for such leaves.

Eligible faculty members shall file an application for a sabbatical leave, on or before the 3rd Friday in October, for leaves scheduled to start the next academic year.

Applicants shall be notified of the final decision by the President of Bergen Community College, no later than the last Friday in January of the academic year preceding the leave. Applications after this notification date may be considered if an approved candidate withdraws.

6. Maternity Leave - A tenured faculty member shall be entitled to maternity leave of up to one year, without pay, commencing on the date specified by the attending physician. The leave may be extended by application of the member to the President of the College, and with the approval of the Board of Trustees. Salary step credit shall be given up to a maximum of one year. Retirement benefits and medical benefits shall be granted during the period of maternity leave in conformity with the law and the rules and regulations established by the appropriate State Departments.

A non-tenured member shall be entitled to a maximum of nine (9) continuous weeks maternity leave, without pay, upon application to the President of the College, and with approval of the Board of Trustees. No leave may extend beyond the member's contract year. Upon reappointment, any remaining portion of the nine (9) weeks not used at the contract expiration date may be taken. Retirement benefits and medical benefits shall be granted during the period of maternity leave, in conformity with the law and rules and regulations established by the appropriate State Departments.

Members may elect to use sick leave in any combination with maternity leave.

7. Military Leave - A military leave, without pay, shall be granted to any member who shall be inducted or shall enlist for one (1) enlistment period in any branch of the Armed Forces of the United States.

Leave not to exceed fifteen (15) days per year shall be granted a member to fulfill Reserve or National Guard commitments. A member shall receive full salary, less any monies received on a per diem basis, for time normally at the College, while meeting this obligation with the Armed Forces. Members shall make every effort to fulfill Reserve or National Guard commitments during the College vacation periods.

8. Jury Duty - A full time member shall receive a full salary for the period of time during which he serves as a juror without loss of any other leave time, less any monies received while performing as a juror.

ARTICLE XIV - CONSIDERATION FOR APPOINTMENT,

REAPPOINTMENT, TENURE AND PROMOTION

1. PREFACE - Bergen Community College seeks to attract, hold and enhance, the interests of the best qualified personnel who will most effectively instruct, guide the growth of and advise students. These guidelines, therefore, emphasize three areas that represent the elements by which the College seeks to measure faculty effectiveness in carrying out its responsibilities.

- A. Teaching effectiveness.
- B. Scholarship and professional growth.
- C. Contributions to the Division, College and Community

The following statements list examples of the attributes under each of these categories that will be examined when members of the faculty are being considered for reappointment, tenure and promotion. In evaluating non-teaching faculty for promotion in academic rank, the criterion of "Effectiveness in the Classroom" will be interpreted as effectiveness in his appropriate area of responsibilities.

2. SUGGESTED ATTRIBUTES OF TEACHING EFFECTIVENESS

- A. Mastery of subject matter in the discipline.
- B. Display of teaching skills, imaginative techniques, and effective methods of communication.
- C. Development of teaching materials.
- D. Indications of understanding and encouragement of students.

- E. Participation in a self-improvement program: assessing own abilities, exchange of ideas, self-criticism, etc.
 - F. Emotional stability and maturity as shown by overt behavior.
 - G. Physical stamina, vitality, vigor and poise.
 - H. Evidence of enthusiasm, initiative and good interpersonal relationships.
3. SUGGESTED ATTRIBUTES OF SCHOLARSHIP AND PROFESSIONAL GROWTH
- A. Graduate courses and degrees.
 - B. Honors or awards received from learned or professional societies.
 - C. Papers read or discussed at meetings of professional or learned societies.
 - D. Membership and activity in learned or professional societies.
 - E. Research activities and grants.
 - F. Visiting professorships at other Colleges or Universities.
 - G. Professional consultation.
 - H. Publications:
 - a. Books.
 - b. Articles in professional journals.
 - c. Book reviews of related professional material.
 - d. Creative work in art, literature, music, etc.
4. SUGGESTED CONTRIBUTIONS TO COLLEGE, DIVISION AND THE COMMUNITY, WHICH MAY INCLUDE THE FOLLOWING:
- A. Advancing the best interests and objectives of the College, the faculty, and the students.
 - a. Committee activities
 - b. Participation in community activities.
 - c. Service in research projects for community, industry or government.

- B. Leadership and sponsorship of and responsibility for student or faculty extracurricular activities.
- C. Outstanding efforts in special phases of the College program, such as Admissions, Guidance, Registration, Commencement, Publications, Placement, or Public Relations.
- D. Special contributions within a discipline.
- E. Contributions to stimulating growth in teaching skill of others.

5. APPOINTMENT AND REAPPOINTMENT

- A. Statement of Terms of Appointment - (See "Minimum Requirements for Consideration for Appointment and Promotion to Academic Rank")

- a. Every initial and subsequent appointment will be confirmed in writing, except for the faculty member who has tenure.
- b. Appointments for the period preceding attainment of tenure shall be probationary.
- c. Notification, in writing, by the President or his designee, of intentions of renewal or non-renewal of contract and acceptance by the member, shall be in accordance with the following schedule:

<u>Faculty serving</u>	<u>Member Notified by President of His Intention by</u>	<u>Member Notifies President of His Intention by</u>
1st academic year	1st Friday in April	3rd Friday in April
2nd academic year	2nd Friday in March	4th Friday in March
3rd, 4th or 5th academic year	1st Friday in February	3rd Friday in February
Group A	1st Friday in April	3rd Friday in April

The President shall submit his recommendations to the Board of Trustees at the next regular meeting of the Board. If the President recommends reappointment, and if the Board's decision is unfavorable, that individual will be notified by the President as soon as possible.

d. Appointments for less than one year shall terminate at the end of the appointment period without any prior notice of termination.

- B. Termination of Appointment by the faculty member - A faculty member may terminate his appointment, effective at the end of an academic year, by giving notice, in writing, to the President at the earliest possible opportunity, but not later than April 1st. The faculty member may properly request a waiver, in writing, of this requirement of notice to the President in case of hardship, or in a situation where he would otherwise be denied substantial professional advancement or other opportunity. The President's decision in granting the request of waiver shall be final.
- C. Termination by the College of Non-tenured Appointments - Denial of reappointment shall not be for reasons of residence, age, sex, marriage, race, religion, national origin, or political affiliation. Non-tenured appointments shall automatically terminate at the end of the appointment period, unless the faculty member is notified, in writing, of reappointment according to the schedule noted in 5. A. c., above.

Non-reappointment of a faculty member shall be preceded by a meeting between the faculty member and an appropriate administrative officer before formal action is taken.

Non-tenured faculty, who have been denied reappointment, have recourse to grievance procedures established by the contract between Bergen Community College and the Bergen Community College Faculty Association.

- D. Termination by the College of Tenure Appointments - Termination of tenure appointments, shall be in accordance with State tenure law.

Where termination of a tenured appointment is based upon financial exigency or bona fide discontinuance of a program or discipline, the faculty member concerned shall be given notice as soon as possible, and never less than twelve (12) months; or, in lieu thereof, he shall be given one (1) academic year of severance pay at his current salary. Before terminating an appointment because of the abandonment of a program or discipline, the institution will make every effort to place affected faculty members in other suitable positions. If an appointment is terminated before the end of the period of appointment because of financial exigency, or because of discontinuance of a program of instruction, the released faculty member's place shall not be filled by a replacement for

a period of two (2) years, unless the released faculty member first has been offered reappointment to his original position. The faculty member shall accept or decline the appointment, in writing, to the President within one (1) month of the date of the reappointment offer.

The one (1) academic year severance pay shall be offset by the amount of unemployment compensation that the faculty member is eligible to receive within the year following his termination. In the event that the faculty member is engaged in full-time professional employment within the year following his termination, the new salary earned will be an offset of such severance pay, up to the academic base salary that the faculty member would have earned at Bergen Community College, and he shall be entitled to receive up to one half sick leave payment, as provided for in Article XIII, Section 1., paragraph 4..

If the new compensation is equal to the base salary that the faculty member would have earned at Bergen Community College, he will be entitled to the sick leave payment as outlined in Article XIII. If the new compensation is greater than the base salary he would have earned at Bergen Community College, the faculty member shall receive his sick leave payment, less the difference between his new compensation and the base salary that he would have earned at Bergen Community College, as outlined in Article XIII. In the event that a faculty member obtains such other professional employment, he shall receive the proportion of the sick leave payment which is equal to that part of the year following his termination for which he is employed.

Layoff shall be implemented by identifying the discipline or division where over-staffing exists. Those serving probationary periods (non-tenured), shall be laid off first. Should further reductions be necessary, tenured faculty members shall be laid off in inverse order of their seniority (last tenured faculty member first). When circumstances shall be appropriate, each tenured faculty member laid off as aforementioned shall be reinstated in inverse order of his placement on layoff. A tenured faculty member who is laid off shall retain but not accumulate seniority.

If administrative reorganization necessitates a reassignment of members from one discipline to another, i.e. from English and/or Mathematics to a Developmental Department, the senior member of the discipline shall have first option to be reassigned or to refuse such reassignment. If one or more such reassignments are necessary, the seniority principle shall be honored as noted in this intent.

PROMOTION (See "Minimum requirements for Consideration for Appointment and Promotion to Academic Rank".)

- A. The number of promotions to be made for the following academic year shall be determined by the Board of Trustees after receiving the recommendations regarding this number from the President of the College, who shall consult with the College-Wide Promotion Committee regarding this number. The Trustees shall such determination by the 3rd Friday in March.
- B. Each discipline shall establish a Discipline Promotion Committee by annual election to be held by those faculty members who have accepted the invitation to return in September. The Discipline Promotion Committee shall consist of one committee member for each five (5) faculty members, or part thereof, up to a maximum of five (5) faculty members plus the Divisional Dean. All committee members must be full-time tenured faculty; if there are insufficient tenured faculty to implement this requirement, non-tenured members may serve by election. If there are no faculty members eligible to serve on the Discipline Promotion Committee, the faculty member seeking promotion within that discipline may:
 1. Ask any other constituted promotion committee in his division to consider and recommend to the College-Wide Committee, his application for promotion or
 2. The faculty member may submit the application for promotion directly to his Division Dean.

An individual faculty member may request consideration for promotion by applying to his Division, or Discipline Promotion Committee, or Dean by the 3rd Friday in October. No person who is being considered for promotion may sit on the Division or Discipline Promotion Committee.

The committee shall consult with the Division Dean when evaluating faculty in recommending promotion. The Divisional Dean will submit, in writing, with supportive documents, the recommendations for promotion to the Chairperson of the College-Wide Promotion Committee, for consideration by the College-Wide Promotion Committee, by the 2nd Friday in November. The Division Dean shall, at the same time, notify his Division of the persons being recommended for promotion. The President's Cabinet, through the President may submit a list of candidates for promotion to the College-Wide Promotion Committee for consideration. The College-Wide Promotion Committee shall supervise the general operation of the promotion process. The Division Dean shall make an oral presentation for candidates in his Division to the College-Wide Promotion Committee upon request of the College-Wide Promotion Committee.

The Chairperson of the College-Wide Promotion Committee shall submit the list of candidates recommended for promotion by the College-Wide Promotion Committee to the President of the College by the 3rd Monday in March. The number recommended shall not exceed the number of promotion positions available; a separate list of the candidates considered, but not recommended shall be submitted to the President at the same time.

The President shall, on or about the 3rd Monday in April, through the appropriate Dean, inform the Division Dean of the final promotion list to be presented to the Board of Trustees for action at the next regular public meeting of the Board of Trustees. All candidates who are not recommended to the President for promotion by the College-Wide Promotion Committee shall be so notified, in writing, by the 3rd Friday in January, by the Chairperson of the College-Wide Promotion Committee, after submission of the committee's recommendations to the President.

- C.
 1. Candidates who were recommended to the President for promotion by the College-Wide Promotion Committee shall be so notified, in writing, by the last Monday of April, by the Chairperson of the College-Wide Promotion Committee.
 2. Candidates who were considered for promotion by the College-Wide Promotion Committee, but fell below the number of promotions approved by the Board of Trustees within each rank, shall be so notified, in writing, by the last Monday in April, by the Chairperson of the College-Wide Promotion Committee. An unsuccessful candidate, who wishes to do so, may make a request, in writing, to the Chairperson of the College-Wide Promotion Committee, to be told in which quartile of the unsuccessful candidates his relative ranking by the College-Wide Promotion Committee fell; such request must be made no later than two (2) school days following the receipt of the notification from the College-Wide Promotion Committee Chairperson. No later than two (2) school days after the receipt of this request, the College-Wide Promotion Committee shall notify the unsuccessful candidate, in writing, of his quartile position. Under no circumstances is the quartile position of any individual to be disclosed to anyone other than that individual.
 3. An unsuccessful candidate, who wishes to do so, may appeal to the President, in writing; such appeal must be made no later than one (1) calendar week following the receipt of the notification from the College-Wide Promotion Committee Chairperson of his unsuccessful candidacy or of his quartile position, whichever date is later. No later than

one (1) calendar week after receipt of this appeal, the President or his designee shall arrange to meet with the candidate to discuss the appeal.

4. A candidate recommended for promotion by the College-wide Promotion Committee to the President, but not promoted by the Board of Trustees, may appeal that decision through the regular grievance procedure of the agreement. No other candidates are to have recourse to the grievance procedure on matters relating to promotion.

D. The College-Wide Promotion Committee shall consist of:

1. The Dean of Instructional Services, who shall serve as Chairperson.
2. The Dean of Student Services.
3. Ten (10) tenured members of the faculty, elected by the faculty at large, all of whom must be of professorial rank; and no more than two (2) members from any one Discipline or Office as defined in "E" below.

If there is a Vice-President, he shall replace the Dean of Student Services. In case of illness or incapacity of the Dean of Instructional Services, the Dean of Student Services shall serve as Chairperson. If there is no Vice-President or Dean of Instructional Services, then the Senior Associate Dean of Instructional Services shall serve. No person who is being considered for promotion may sit on the committee while his promotion is under consideration. If there is a Vice-President, but no Dean of Instructional Services, the Vice-President shall serve as Chairman, and the Dean of Student Services shall be a member of the Committee. The College-Wide Promotion Committee shall be elected in accordance with Article III, Section B., of the Constitution of the Faculty. The results of the election shall be reported to the Dean of Instructional Services, who shall arrange for the Committee to convene. In the event, that a member of the Committee resigns, or otherwise leaves vacant an unexpired term of office, the procedure for replacement shall follow precisely the same method used in the election of a member being replaced.

E. The Divisions and Disciplines are defined as follows:

Instructional Divisions

Division

Communication Arts
Social & Behavioral Sciences

Disciplines

Behavioral Science
Communication Arts
Social Sciences

<u>Division</u>	Humanities
Disciplines	English Fine Arts Modern Language Philosophy and Religion
<u>Division</u>	Natural Sciences & Mathematics
Disciplines	Biology Mathematics & Computer Science Physical Sciences Drafting & Design
<u>Division</u>	Allied Health & Physical Education
Disciplines	Allied Health Dental Hygiene Nursing Physical Education
<u>Division/Discipline</u>	Business Administration
<u>Division/Discipline</u>	Business Technology
<u>Division</u>	Industrial & Design Technology
Discipline	Automotive Technologies
<u>Non-Instruction - Other</u>	
<u>Division</u>	Student Services
Office	Student Resource Service Student Development Service Registration, Records & Scheduling
<u>Division/Office</u>	Library & Learning Resource Center
<u>Division/Office</u>	Continuing Education

Members of Group "A" shall submit their application for promotion to the Division Dean by the third (3rd) Friday in February.

7. ACADEMIC FREEDOM - All members of the faculty, whether tenured or not, are entitled to academic freedom, as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure formulated by the Association of American Colleges and the American Association of University Professors:

- A. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties.
- B. The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.
- C. The College or University teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman. If a faculty member on probationary or other non-tenured appointment alleges that considerations violative of academic freedom significantly contributed to a decision not to reappoint him, his allegation will be submitted to the established grievance procedure.

MINIMUM REQUIREMENTS FOR CONSIDERATION FOR APPOINTMENT OR PROMOTION
TO ACADEMIC RANK OF PROFESSOR

ACADEMIC REQUIREMENTS		FOR APPOINTMENT	FOR PROMOTION
		COLLEGE LEVEL EXPERIENCE	
		OR	
DEGREE	PLUS	OTHER EQUATED EXPERIENCE	INCLUDING
DOCTORATE	0	10 years College level experience in: a. Teaching b. Student Personnel work c. Registrar & Admissions Faculty functions d. Faculty function Library work related to discipline or area candidate considered for appointment.	3 years as Associate Professor

MASTER'S	Completion of all course work in an approved doctoral program, and publication of a book of professional note.	Same as above	3 years as Associate Professor
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MASTER'S Completion of 60 relevant graduate credits, 15 of which have been completed no later than 10 years preceding the effective date of initial appointment.

OR

Second relevant Master's, or 6th year graduate degree beyond a Master's and 24 relevant graduate credits, 15 of which have been completed no later than 10 years preceding effective date of initial appointment.

Same as above, except 15 years college level.	4 years as Associate Professor
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OR

Completion of all course work in an approved doctoral program completed no later than 10 years preceding effective date of initial appointment.

MINIMUM REQUIREMENTS FOR CONSIDERATION FOR APPOINTMENT OR PROMOTION
TO ACADEMIC RANK OF ASSOCIATE PROFESSOR

ACADEMIC REQUIREMENTS		FOR APPOINTMENT	FOR PROMOTION
		COLLEGE LEVEL EXPERIENCE	
		OR	
DEGREE	PLUS	OTHER EQUATED EXPERIENCE	INCLUDING
DOCTORATE	0	6 years of College level experience in: a. Teaching b. Student personnel work c. Registrar & Admissions faculty function d. Faculty function Library work, related to discipline or area candidate considered for appointment	3 years Assistant Professor
MASTER'S	Completion of all course work in an approved doctoral program, and publication of a book of Professional note	Same as above	1 years as Assistant Professor
MASTER'S	Completion of all course work in an approved doctoral program, completed not later than 10 years preceding effective date of initial appointment.		
	OR		
	Second relevant Master's or 6th year graduate degree beyond a Master's and 24		

relevant graduate credits,
15 of which have
been completed
no later than
10 years preceding
effective
date of initial
appointment.

OR

Same as above, except
7 years of College
level experience

4 years as
Assistant
Professor

Completion of
54 relevant
graduate credits,
15 of which have
been completed
no later than
the 10 years
preceding effective
date of initial
appointment.

MASTER'S

4 years College
level or 8 years
high school level
experience in:
a. Teaching
b. Student Personnel
work
c. Registrar &
Admissions Faculty
function
d. Faculty function
Library work

OR

Same as above, except
7 years of College
experience.

4 years as
Assistant
Professor

12 years relevant level
business, industrial or military
experience or
elementary school
teaching.

MINIMUM REQUIREMENTS FOR CONSIDERATION FOR APPOINTMENT OR PROMOTION
TO ACADEMIC RANK OF ASSISTANT PROFESSOR

ACADEMIC REQUIREMENTS COLLEGE LEVEL EXPERIENCE		FOR APPOINTMENT	FOR PROMOTION
DEGREE	PLUS	OTHER EQUATED EXPERIENCE	INCLUDING
DOCTORATE	0	2 years College level experience	2 years as Instructor

MASTER'S	Completion of 15 relevant graduate credits which have been completed during the 10 years, preceding effective date of initial appointment.	4 years College level experience	3 years as Instructor
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OR

Completion of any 30 graduate credits, 15 of which have been completed during the 10 years preceding effective date of initial appointment.

OR

Second Master's or 6th year graduate degree beyond Master's in a related discipline.

OR

2 years College level or 4 years high school level experience in:

- a. Teaching
- b. Student Personnel work
- c. Registrar & Admissions Faculty function

- d. Faculty function
Library work, re-
lated to discipline
or area candidate
considered for
appointment.

OR

6 years relevant
business, industrial, or
military experience
or elementary school
teaching.

MINIMUM REQUIREMENTS FOR CONSIDERATION FOR
APPOINTMENT AS INSTRUCTOR

FOR APPOINTMENT		
ACADEMIC REQUIREMENTS		
DEGREE	PLUS	PLUS OTHER RELEVANT EXPERIENCE
MASTER'S	0	0

ASSOCIATE INSTRUCTOR

The Associate Instructor position will normally be reserved for faculty to be appointed in specialized areas such as Dental Hygiene, Respiratory Therapy, Medical Lab Technician or Radiologic Technology, where there is a dearth of available, qualified candidates with a Masters Degree.

Candidates will be selected on the basis of their educational background and relevant experience. Promotion from Associate Instructor may be made to Instructor or Assistant Professor after four (4) years as an Associate Instructor at Bergen Community College. The rank will depend upon educational background acquired while at Bergen Community College, salary and quality of performance. An Associate Instructor who completes a relevant Master's Degree, while employed at Bergen Community College, will be made an Instructor the month following the submission of certified evidence of the conferral of the degree.

GUIDELINES

	<u>ACADEMIC REQUIREMENTS</u>	<u>APPOINTMENT RELATED EXPERIENCE</u>	<u>PROMOTION EXPERIENCE TO NEXT STEP</u>
PROFESSIONAL ASSISTANT	Bachelor (with 15 credits towards Master's)	1 year	---
	Bachelors	2 years	---
TECHNICAL ASSISTANT I	Bachelor	0 years	2 years
	Associate	4 years	---
	High School Grad	7 years	---
TECHNICAL ASSISTANT II	Associate	2 years	2 years as Tech. II
	High School Grad	5 years	2 years as Tech. II
TECHNICAL ASSISTANT III	Associate	0 years	2 years as Tech. III
	High School Grad	2 years	3 years as Tech. III

Promotion - Based upon academic requirements, experience and recommendation.

ARTICLE XV - DEFINITIONS

1. **EQUATED EXPERIENCE** - Two (2) years of high school level teaching, or two (2) years of high school student personnel work, or two (2) years of relevant experience in a counseling agency, or two (2) years of registrar and admissions work, or two (2) years in a high school professional rank library work, shall be equated to one (1) year of College level work.

Three (3) years of business, industrial or military experience shall be equated to one (1) year of college level work.

Three (3) years of elementary school teaching shall be equated to one (1) year of college level work.

Experience cannot be used at the same time to meet both academic and experience requirements.

2. **RELEVANT** - Related to discipline, faculty engaged to teach or area to which assigned and/or related to higher education, or community college, such as philosophy, history, psychology, educational methods and techniques, measurements and evaluation, administration, media utilization or bibliographic procedures.
3. **LIBRARY & LEARNING RESOURCES DEPARTMENT** - For the Library Print Media, the Master's Degree must be from a library school accredited by the American Library Association (ALA), or Bachelor of Library Science (30 credits, 5th year), obtained prior to 1950.

Learning Resources (non-print media): Master of Science or Master of Arts in field of specialization, such as:

Instructional Media

Educational Communication

Communication, Engineering, etc.

These requirements may be waived on recommendation of the President if, in his judgment, the individual will bring credit to the College.

NOTE: Experience during special purpose leaves or sabbatical leaves, other than for restoration of health, shall be credited toward the experience requirement.

- Clarification:
- a. The clause under Academic Requirements, which stated the credits must have been completed during the ten (10) years preceding effective date of initial appointment, means that the credits had to be completed during the ten (10) years immediately preceding employment at Bergen Community College.
 - b. Part-time College classroom teaching shall be equated on the basis of half evaluation of full-time teaching, i.e., sixty (60) contact hours of part-time college teaching shall be equated to thirty (30) contact hours of college teaching or one year of teaching experience. For faculty members of Groups "C", "L", "R", "S", the experience is equated on the same formula. For example, a faculty member who served seventeen and a half (17½) hours per semester for a period of two (2) years shall be considered to have earned the equivalent of a half year experience. During any one academic year, a faculty member cannot earn more than one (1) year of experience credit.

ARTICLE XVI - PERSONNEL FILES

1. PERSONNEL FILES - The following two (2) files shall be maintained for each member of the bargaining unit:

- A. Administration File
- B. Divisional File

- (A.) ADMINISTRATION FILE - The Administration File shall be maintained in the office of the Dean of Instructional Services and shall include, but not be limited to, the following:

- 1. All materials requested by the College or supplied by the employee in connection with the employee's original employment.
- 2. All materials related to the employee's academic or professional performance at the College generated by or made available to the College.
- 3. Materials relating to final resignation or discharge.
- 4. Any statements that the employee wishes to have entered, in response to or in elaboration of any other item in his file.

No materials shall be placed in the employee's Administration File until the employee has been given the opportunity to read the contents and attach any comments he may desire. Each document shall be initialed by the employee before being placed in his file, as evidence of his having read such document. This initialing shall not be deemed to constitute approval by the employee of the content of such document. If the employee refuses to initial any document, after having been given an opportunity to read same, a statement to that effect, witnessed by a second party, shall be affixed to the document. The Administration File is to be confidential and, with the exception of the following listed materials, shall be available only to the employee for examination at his request, and to the parties concerned at grievance or dismissal hearings:

- a. References and other confidential information.
- b. Placement records which contain references from outside sources.
- c. Transcripts restricted by the sending institution.
- d. Confidential materials relating to the discharge of a faculty member.

At the employee's option, a representative of the Association may accompany the employee when he examines his file.

(B.) DIVISIONAL FILE - The Departmental File shall be maintained in the office of the Dean of the division to which the employee is assigned and shall include, but not be limited to, the following:

1. All materials related to the employee's academic or professional performance generated by or made available to the College.
2. Any statements that the employee wishes to have entered in response to, or in elaboration of, any item placed in his file.

No materials shall be placed in the employee's divisional file until the employee has been given the opportunity to read the contents and attach any comments he may desire. Each such document shall be initialed by the employee before being placed in his file, as evidence of his having read such document. This initialing shall not be deemed to constitute approval by the employee of the contents of such document. If the employee refuses to initial any document after having been given an opportunity to read same, a statement to that effect, witnessed by a second party, shall be affixed to the document.

The Division File is to be confidential, and shall be available only to the employee for examination at his request, to members of the Promotion Committee, and to the parties concerned at grievance or dismissal hearings. At the employee's option, a representative of the Association may accompany the employee when he examines his file.

ARTICLE XVII - GRIEVANCE PROCEDURE

1. INTENT - The College and the Association agree that they will use their best efforts to encourage the informal and prompt settlement of complaints and grievances which may arise between the Association, its members and the College. The orderly processes, hereinafter set forth, will be the sole method used for the resolution of all complaints and grievances.
2. DEFINITIONS - A complaint is an informal claim by an employee in the bargaining unit, or by the Association of improper, unfair, arbitrary or discriminatory treatment.

A complaint may, but need not, constitute a grievance. Complaints shall be processed through the informal grievance procedure, as herein set forth.

A grievance is an allegation, by an employee or the Association, that there has been:

- A. A breach, misinterpretation, or improper application of the terms of this agreement; or
- B. An arbitrary or discriminatory application of, or a failure to act pursuant to, the by-laws and written policies or other administrative decisions of the College, related to the terms and conditions of employment.

3. INFORMAL PROCEDURE FOR HANDLING COMPLAINTS - Any employee in the bargaining unit may present and discuss his complaint, either with or without a representative of the Association. Similarly, a representative of the Association may present and discuss a complaint on behalf of any employee in the bargaining unit, or group of employees in the bargaining unit, with the Dean of the division involved, or administrative officer to whom he is responsible, or with whom the complaint is directly concerned and the procedure shall be entirely informal. Any settlement, withdrawal, or disposition of a complaint, at this informal stage, shall not constitute a binding precedent in the settlement of a similar complaint. Informal procedures terminate when the complainant signs a dated statement to that effect.

4. FORMAL PROCEDURE FOR HANDLING GRIEVANCES - In the presentation of a grievance, the faculty member shall have the right to present his own case, or to designate a representative to appear with him at any step of his grievance. The President or his designee shall have the right to designate a representative to participate equally, at any stage of the grievance procedure.

Step 1. If a complaint is not satisfactorily resolved in informal discussion, a grievance may be filed within seven (7) school days, in writing, on the official grievance form, with the President of the College or his designee, setting forth the nature of the grievance and the remedy requested and shall be signed by the grievant. Any grievance not filed within the time specified above shall be deemed waived by the grievant and the Association.

Within seven (7) school days from the date of receipt of the grievance by the President or his designee, the President or his designee shall arrange to meet with the grievant in an effort to resolve the grievance. The President or his designee shall indicate his disposition of the grievance, in writing, within seven (7) school days of the last meeting with the grievant. A copy of the President's disposition shall be transmitted to the grievant.

Step 2. If the grievant is not satisfied with the disposition of the grievance by the President or his designee, he may transmit the grievance to the Board of Trustees of Bergen Community College, by filing a copy of the grievance within seven (7) school days of receipt of the decision, through normal College channels, with the secretary of the Board of Trustees. The Board of Trustees shall, within thirty (30) calendar days of the receipt of the grievance by the secretary of the Board, hold a hearing on it, if the grievant requests such a hearing. Otherwise, the Board of Trustees may consider the written record submitted to it by the grievant, or the Board may, on its own motion, conduct a hearing.

The Board of Trustees shall make a determination of the grievance, in writing, within seven (7) days of the last hearing or last submission of materials, indicating its disposition of the grievance. A copy of the Board's disposition shall be transmitted to the grievant and the President. The disposition of the grievance by the Board of Trustees shall be final.

The Personnel Committee of the Board of Trustees, or a special three member committee of the Board of Trustees designated by the Board of Trustees, may be substituted for the Board of Trustees, if the Board of Trustees so decides for the purpose of holding a hearing on a grievance, and such a hearing shall be as binding on all parties as if held by the Board of Trustees.

If the College fails to respond at any step of the grievance procedure within the time limits the grievant or the Association will have the option of requesting an immediate response or move the grievance to the next step of the procedure. Failure of the grievant and/or the Association to respond within the time limits shall be deemed to be an acceptance of the College's decision.

ARTICLE XVIII - ENGAGEMENT OF NEW FACULTY

The following principles shall be followed in the engagement of new faculty:

A newly engaged faculty member (assume engaged in the month of May, to begin employment in July or September) will be engaged at a dollar value with absolutely no relationship to steps in the salary guide. When the new guide is established, this new faculty member will be paid the dollar amount contracted for, if such a dollar amount is in the guide (not step). In no instance shall he receive less than the amount he was told he would get when he was engaged the previous May. Furthermore, anyone who is engaged before the guide is officially established, i.e. September, shall be treated in the same manner as noted above.

ARTICLE XIX - LECTURER CLASSIFICATION

It is hereby mutually understood and agreed as follows:

The College may hire Lecturers under terms and conditions of employment, as substantially outlined in the attached draft of a "Statement of Understanding" dated June 26, 1978. The Lecturer designation is intended to be used to replace faculty who are on leave of absence, to staff temporary or pilot programs, and to meet emergency situations such as unexpected enrollments, death, etc.. The College shall advise the Association of each Lecturer line established, prior to actually hiring a Lecturer.

BERGEN COMMUNITY COLLEGE

Statement of Understanding Concerning an Appointment as Lecturer

In consideration of my appointment as a Lecturer at Bergen Community College, I acknowledge and accept the following terms and conditions of employment:

1. This appointment is a full-time term appointment which is not a tenure track position. It is an appointment which has no contractual right to reappointment.
2. This appointment will be for one (1) semester.
3. When the appointment is for teaching, it will require fifteen (15) contact hours of teaching per week, per semester, and four (4) office hours weekly. When the appointment is for a non-teaching position, the appointment will encompass the normal professional responsibilities of a full-time professional employee in the area of appointment, except as modified below.

4. A specific Lecturer line shall not exist in a department budget for more than two (2) consecutive years.
5. A lecturer may receive an overload assignment, after the assignment has been offered to and refused by a full-time faculty member. Likewise, a Lecturer may receive an assignment to assist with Registration; such assignment shall not eliminate the opportunity for extra compensation for a full-time faculty member, unless the opportunity has been offered to and refused by the full-time faculty member.
6. Salaries for Lecturers shall be in accordance with the attached Lecturer Salary Guide. In the event that the Lecturer is reappointed for a third consecutive semester, his/her salary will be adjusted upward by one increment. (i.e. move vertically one line in the same column)
7. A Lecturer shall be entitled to five (5) sick days with pay in a semester.
8. The College will provide the Lecturer, at its own cost and expense, with the full family Blue Cross, Blue Shield, Rider "J", and Major Medical Insurance, subject to applicable regulations.
9. The President or his designee may approve a request for bereavement leave with pay, for a period of up to three (3) days for a death in the immediate family (father, mother, brother, sister, spouse, child, grandchild, grandmother, grandfather, father-in-law and mother-in-law.) There shall be no paid leaves of absence other than those provided in this paragraph and in paragraph seven (7) above.
10. A Lecturer shall not be appointed or elected to College or department committees.
11. A Lecturer shall have no voting privileges in the department or in College governance organizations.
12. A Lecturer may be assigned during all hours or days in which College activities in his/her area are in operation, but for a period of no more than five (5) days per week and seven (7) hours per day, (unless on overload assignment per paragraph 5 above.)
13. It is understood and agreed that the above privileges and benefits are the only privileges and benefits that the College will provide, and that no others are to be inferred.

LECTURER SALARY GUIDE

For Lecturers with Master's Degree

90/91 Salary	A	B	C	D	E
1. \$22,079	\$22,079	\$22,962	\$23,880	\$24,596	\$25,580
2. 22,190	22,190	23,078	24,001	24,721	25,463
3. 22,300	22,300	23,192	24,120	24,843	25,589
4. 22,412	22,412	23,308	24,241	24,968	25,717
5. 22,524	22,524	23,425	24,362	25,093	25,846
6. 22,636	22,636	23,541	24,483	25,218	25,974
7. 22,750	22,750	23,660	24,606	25,345	26,105
8. 22,864	22,864	23,779	24,730	25,472	26,236
9. 22,987	22,987	23,897	24,853	25,599	26,367
10. 23,094	23,094	24,018	24,978	25,728	26,500
11. 23,208	23,208	24,136	25,102	25,855	26,630
12. 23,325	23,325	24,258	25,228	25,985	26,765
Overload Rate					
\$26.93	\$26.93	\$28.01	\$28.01	\$29.13	\$29.13
2/3 Rate					
\$17.95	\$17.95	\$18.67	\$18.67	\$19.42	\$19.42

For Lecturers with Less than Master's Degree

90/91 Salary	A	B	C	D	E
1. \$20,386	\$20,386	\$21,201	\$22,049	\$22,710	\$23,392
2. 20,488	20,488	21,308	22,160	22,825	23,510
3. 20,591	20,591	21,415	22,271	22,339	23,009
4. 20,693	20,693	21,521	22,382	23,053	23,745
5. 20,795	20,795	21,627	22,492	23,167	23,862
6. 20,900	20,900	21,736	22,605	23,283	23,981
7. 21,004	21,004	21,844	22,718	23,400	24,102
8. 21,215	21,215	22,064	22,946	23,635	24,344
9. 21,322	21,322	22,175	23,062	23,754	24,466
10. 21,428	21,428	22,285	23,177	23,872	24,588
11. 21,536	21,536	22,397	23,293	23,992	24,712
12. 21,643	21,643	22,509	23,409	24,111	24,835
13. 21,752	21,752	22,622	23,527	24,233	24,960
14. 21,860	21,860	22,734	23,644	24,353	25,084
15. 21,969	21,969	22,848	23,762	24,475	25,209
16. 22,079	22,079	22,962	23,881	24,597	25,335
17. 22,190	22,190	23,078	24,001	24,721	25,462
18. 22,300	22,300	23,192	24,120	24,843	25,589
19. 22,412	22,412	23,308	24,241	24,968	25,717
Overload Rate					
\$26.35	\$26.35	\$27.40	\$27.40	\$28.50	\$28.50
2/3 Rate					
\$17.57	\$17.57	\$18.27	\$18.27	\$19.00	\$19.00

MEMORANDUM OF UNDERSTANDING
NON-TRADITIONAL TEACHING MEMBER

THIS AGREEMENT is entered into the first day of July, 1985 by and between the Board of Trustees of Bergen Community College and the Bergen Community College Faculty Association wherein the parties recognize the need for a non-traditional teaching member hereinafter known as GROUP NT member.

THE GROUP NT member shall be a full time faculty member who shall teach thirty-two hours and schedule two office hours per week for 16 weeks during the Fall Semester and for 16 weeks during the Spring Semester. During the 16 week Fall and Spring Semesters, the GROUP NT member shall have a maximum of 60 students. Additionally, the GROUP NT member shall work a scheduled one hundred and fifty-five hours and twenty-five minutes during the two summer sessions (twelve week period).

Compensation for the non-traditional teaching member shall be the same as other full time members of GROUP "T" plus ten (10%) percent of base salary for the two summer sessions (twelve week period). Except as modified herein, GROUP NT members shall be entitled to all other rights and fringe benefits of GROUP "T" members.

Responsibilities assigned to each position shall be outlined in a position description, a copy of which shall be maintained in the Office of Personnel Services.

IN WITNESS WHEREOF, the parties have hereto set their respective hands
and seals this fourth day of March , 1992.

BERGEN COMMUNITY COLLEGE

C. J. Buddick
WITNESS

Frank Morris
CHAIRMAN BOARD OF TRUSTEES

BERGEN COMMUNITY COLLEGE
FACULTY ASSOCIATION

Vera P. Leo
WITNESS

R. Neil Ender
PRESIDENT B.C.C. FACULTY ASSOCIATION
Richard W. Conner
VICE-PRESIDENT B.C.C. FACULTY ASSOC.

L. Alice Peters
SECRETARY B.C.C. FACULTY ASSOCIATION

Peter A. Huff
TREASURER B.C.C. FACULTY ASSOCIATION

Fredrick R. Russo
CHAIRPERSON REPRESENTATIVE ASSEMBLY
B.C.C. FACULTY ASSOCIATION

APPENDIX "A"

July 1, 1991-December 31, 1991

FULL PROFESSOR (STEPS 23 (H) TO 38 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
23								41,231	37.69	25.13
24	41,437	41,644	41,853	42,062	42,272	42,482	42,695	42,908	38.99	25.99
25	43,122	43,340	43,555	43,773	43,992	44,211	44,433	44,655	40.31	26.87
26	44,878	45,103	45,327	45,555	45,782	46,012	46,242	46,474	41.62	27.75
27	46,705	46,938	47,172	47,410	47,517	47,884	48,125	48,365	42.52	28.35
28	48,607	48,849	49,093	49,339	49,586	49,834	50,083	50,333	43.41	28.94
29	50,585	50,839	51,092	51,347	51,604	51,863	52,122	52,384	44.32	29.55
30	52,644	52,906	53,173	53,438	53,704	53,973	54,243	54,515	45.16	30.11
31	54,787	55,062	55,337	55,613	55,891	56,171	56,452	56,734	46.04	30.69
32	57,018	57,302	57,590	57,876	58,166	58,457	58,750	59,044	46.94	31.29
33	59,339	59,635	59,933	60,232	60,534	60,836	61,141	61,447	47.75	31.83
34	61,754	62,062	62,372	62,685	62,998	63,314	63,630	63,947	48.58	32.39
35	64,268	64,589	64,912	65,236	65,562	65,891	66,219	66,550	49.39	32.93
36	66,885	67,218	67,554	67,892	68,232	68,572	68,916	69,260	50.21	33.47
37	69,607	69,954	70,304	70,657	71,009	71,363	71,721	72,079	50.60	33.73
38	72,441	72,801	73,166	73,533	73,899	74,268	74,639		51.01	34.01

July 1, 1991-December 31, 1991

ASSOCIATE PROFESSOR (STEPS 19 (G) TO 35 (B))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
19							34,973	35,147	34.62	23.08
20	35,324	35,502	35,678	35,855	36,036	36,216	36,395	36,578	35.36	23.57
21	36,762	36,945	37,130	37,317	37,503	37,689	37,878	38,067	36.08	24.05
22	38,258	38,449	38,642	38,834	39,030	39,224	39,420	39,618	36.82	24.55
23	39,816	40,016	40,215	40,416	40,617	40,821	41,026	41,231	37.69	25.13
24	41,437	41,644	41,853	42,062	42,272	42,482	42,695	42,908	38.99	25.99
25	43,122	43,340	43,555	43,773	43,992	44,211	44,433	44,655	40.31	26.87
26	44,878	45,103	45,327	45,555	45,782	46,012	46,242	46,474	41.62	27.75
27	46,705	46,938	47,172	47,410	47,517	47,884	48,125	48,365	42.52	28.35
28	48,607	48,849	49,093	49,339	49,586	49,834	50,083	50,333	43.41	28.94
29	50,585	50,839	51,092	51,347	51,604	51,863	52,122	52,384	44.32	29.55
30	52,644	52,906	53,172	53,438	53,704	53,973	54,243	54,515	45.16	30.11
31	54,787	55,062	55,337	55,613	55,891	56,171	56,452	56,734	46.04	30.69
32	57,018	57,302	57,590	57,876	58,166	58,457	58,750	59,044	46.94	31.29
33	59,339	59,635	59,933	60,232	60,534	60,836	61,141	61,447	47.75	31.83
34	61,754	62,062	62,372	62,685	62,998	63,314	63,630	63,947	48.58	32.39
35	64,268	64,589							49.20	32.80

July 1, 1991-December 31, 1991

ASSISTANT PROFESSOR (STEPS 16 (D) TO 32 (D))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
16				30,415	30,568	30,721	30,872	31,027	31.58	21.05
17	31,182	31,337	31,495	31,651	31,812	31,970	32,130	32,292	32.24	21.49
18	32,452	32,614	32,778	32,942	33,106	33,271	33,437	33,605	32.88	21.92
19	33,772	33,941	34,111	34,282	34,454	34,626	34,799	34,973	33.55	22.37
20	35,147	35,324	35,502	35,678	35,855	36,036	36,216	36,395	34.40	22.93
21	36,578	36,763	36,945	37,130	37,328	37,503	37,689	37,878	36.21	24.14
22	38,067	38,258	38,449	38,642	38,834	39,030	39,224	39,420	38.01	25.34
23	39,618	39,816	40,016	40,215	40,416	40,617	40,821	41,026	38.89	25.93
24	41,231	41,437	41,644	41,853	42,062	42,272	42,482	42,695	39.74	26.49
25	42,908	43,122	43,340	43,555	43,773	43,992	44,211	44,433	40.56	27.04
26	44,655	44,878	45,103	45,327	45,555	45,782	46,012	46,242	41.44	27.63
27	46,473	46,705	46,938	47,172	47,410	47,647	47,884	48,125	42.31	28.21
28	48,365	48,607	48,849	49,093	49,339	49,586	49,834	50,083	43.22	28.81
29	50,333	50,585	50,839	51,092	51,347	51,604	51,863	52,122	44.11	29.41
30	52,382	52,644	52,906	53,173	53,438	53,704	53,973	54,243	44.93	29.95
31	54,515	54,787	55,062	55,337	55,613	55,891	56,171	56,452	45.80	30.53
32	56,734	57,018	57,302	57,590					46.56	31.04

July 1, 1991-December 31, 1991

INSTRUCTOR (STEPS 11 (E) TO 25 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
11					25,541	25,671	25,798	25,929	29.27	19.51
12	26,057	26,188	26,318	26,449	26,583	26,715	26,850	26,984	30.05	20.03
13	27,119	27,254	27,389	27,527	27,664	27,802	27,942	28,082	31.03	20.69
14	28,222	28,364	28,505	28,648	28,791	28,935	29,079	29,225	31.90	21.27
15	29,372	29,518	29,666	29,814	29,964	30,112	30,263	30,415	32.75	21.83
16	30,568	30,721	30,872	31,027	31,182	31,337	31,495	31,651	33.61	22.41
17	31,812	31,970	32,130	32,292	32,452	32,614	32,778	32,942	34.49	22.99
18	33,106	33,271	33,438	33,605	33,772	33,941	34,111	34,282	35.33	23.55
19	34,454	34,626	34,799	34,973	35,147	35,324	35,502	35,678	36.19	24.13
20	35,855	36,036	36,216	36,395	36,578	36,763	36,945	37,130	37.07	24.71
21	37,317	37,503	37,689	37,878	38,067	38,258	38,449	38,642	37.94	25.29
22	38,834	39,030	39,224	39,420	39,618	39,816	40,016	40,215	38.81	25.87
23	40,416	40,617	40,821	41,026	41,231	41,437	41,644	41,853	39.67	26.45
24	42,062	42,272	42,482	42,695	42,908	43,122	43,340	43,555	40.54	27.03
25	43,773	43,992	44,211	44,433	44,655	44,878	45,103		41.44	27.63

July 1, 1991-December 31, 1991

ASSOCIATE INSTRUCTOR (STEPS 6 (E) TO 25 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
6					20,923	21,028	21,133	21,238	25.62	17.08
7	21,293	21,450	21,560	21,668	21,775	21,883	21,992	22,104	26.14	17.43
8	22,213	22,325	22,436	22,549	22,661	22,774	22,889	23,002	26.67	17.78
9	23,118	23,234	23,349	23,466	23,584	23,702	23,821	23,939	27.22	18.15
10	24,060	24,179	24,300	24,422	24,545	24,667	24,789	24,913	28.09	18.73
11	25,038	25,163	25,289	25,416	25,541	25,671	25,798	25,929	29.27	19.51
12	26,057	26,188	26,318	26,449	26,583	26,715	26,850	26,984	30.05	20.03
13	27,119	27,254	27,389	27,527	27,664	27,802	27,942	28,082	31.03	20.69
14	28,222	28,364	28,505	28,648	28,791	28,935	29,079	29,225	31.90	21.27
15	29,372	29,518	29,666	29,814	29,964	30,112	30,263	30,415	32.75	21.83
16	30,568	30,721	30,872	31,027	31,182	31,337	31,495	31,651	33.61	22.41
17	31,812	31,970	32,130	32,292	32,452	32,614	32,778	32,942	34.49	22.99
18	33,106	33,271	33,438	33,605	33,772	33,941	34,111	34,282	35.33	23.55
19	34,454	34,626	34,799	34,973	35,147	35,324	35,502	35,678	36.19	24.13
20	35,855	36,036	36,216	36,395	36,578	36,763	36,945	37,130	37.07	24.71
21	37,317	37,503	37,689	37,878	38,067	38,258	38,449	38,642	37.94	25.29
22	38,834	39,030	39,224	39,420	39,618	39,816	40,016	40,215	38.81	26.87
23	40,416	40,617	40,821	41,026	41,231	41,437	41,644	41,853	39.67	26.45
24	42,062	42,272	42,482	42,695	42,908	43,122	43,340	43,555	40.54	27.03
25	43,773	43,992	44,211	44,433	44,655	44,878	45,103		41.44	27.63

July 1, 1991-December 31, 1991

PROFESSIONAL ASSISTANT - LIBRARY ASSOCIATE (95%)

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
11					24,264	24,388	24,509	24,632	27.80	18.53
12	24,754	24,879	25,002	25,127	25,254	25,379	25,507	25,635	28.54	19.03
13	25,763	25,891	26,020	26,150	26,281	26,412	26,544	26,678	29.48	19.65
14	26,811	26,945	27,080	27,216	27,351	27,488	27,625	27,763	30.30	20.20
15	27,903	28,042	28,182	28,323	28,466	28,606	28,750	28,895	31.11	20.74
16	29,039	29,185	29,328	29,476	29,623	29,770	29,920	30,069	31.93	21.29
17	30,221	30,372	30,523	30,677	30,830	30,983	31,139	31,295	32.76	21.84
18	31,451	31,608	31,766	31,925	32,084	32,244	32,406	32,568	33.56	22.37
19	32,731	32,895	33,059	33,225	33,389	33,558	33,726	33,894	34.38	22.92
20	34,063	34,234	34,405	34,575	34,749	34,924	35,098	35,274	35.21	23.47
21	35,451	35,628	35,804	35,984	36,163	36,345	36,526	36,710	36.04	24.03
22	36,893	37,078	37,263	37,449	37,637	37,825	38,015	38,204	36.87	24.58
23	38,395	38,586	38,780	38,974	39,170	39,365	39,562	39,760	37.68	25.12
24	39,959	40,158	40,358	40,560	40,763	40,966	41,173	41,377	38.51	25.67
25	41,585	41,792	42,001	42,211	42,423	42,634	42,848		39.37	26.25

July 1, 1991-December 31, 1991

TECHNICAL ASSISTANT I (91%) (Steps 11 (E) to 25 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
11					23,243	23,361	23,477	23,595	26.63	17.75
12	23,712	23,831	23,950	24,069	24,190	24,311	24,433	24,555	27.34	18.23
13	24,679	24,801	24,924	25,049	25,175	25,300	25,427	25,555	28.24	18.83
14	25,682	25,811	25,940	26,070	26,200	26,331	26,462	26,594	29.03	19.35
15	26,728	26,861	26,996	27,130	27,267	27,402	27,539	27,678	29.80	19.87
16	27,817	27,956	28,094	28,235	28,375	28,517	28,660	28,803	30.59	20.39
17	28,949	29,093	29,238	29,385	29,532	29,679	29,828	29,977	31.38	20.92
18	30,127	30,277	30,429	30,581	30,733	30,887	31,041	31,197	32.15	21.43
19	31,353	31,510	31,667	31,826	31,983	32,145	32,306	32,467	32.93	21.95
20	32,628	32,793	32,956	33,120	33,286	33,454	33,620	33,788	33.73	22.49
21	33,958	34,128	34,297	34,469	34,641	34,815	34,988	35,164	34.52	23.01
22	35,339	35,517	35,694	35,872	36,052	36,233	36,414	36,596	35.32	23.55
23	36,778	36,962	37,147	37,333	37,521	37,708	37,896	38,086	36.10	24.07
24	38,276	38,467	38,659	38,853	39,047	39,241	39,439	39,635	36.89	24.59
25	39,834	40,033	40,232	40,434	40,636	40,839	41,044		37.71	25.14

July 1, 1991-December 31, 1991

TECHNICAL ASSISTANT II (86%) (Steps 11 (E) to 25 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
11					21,965	22,077	22,187	22,299	25.17	16.78
12	22,409	22,522	22,634	22,747	22,861	22,975	23,091	23,206	25.84	17.23
13	23,323	23,438	23,555	23,673	23,791	23,910	24,030	24,151	26.69	17.79
14	24,271	24,393	24,515	24,637	24,760	24,884	25,008	25,133	27.43	18.29
15	25,260	25,385	25,512	25,640	25,769	25,896	26,026	26,157	28.16	18.77
16	26,288	26,420	26,550	26,684	26,816	26,950	27,085	27,220	28.91	19.27
17	27,358	27,495	27,632	27,771	27,909	28,048	28,189	28,330	29.66	19.77
18	28,472	28,613	28,757	28,901	29,044	29,189	29,336	29,483	30.38	20.25
19	29,630	29,778	29,927	30,077	30,226	30,379	30,531	30,683	31.13	20.75
20	30,836	30,991	31,145	31,300	31,457	31,616	31,773	31,932	31.88	21.25
21	32,093	32,252	32,412	32,575	32,737	32,902	33,066	33,232	32.63	21.75
22	33,397	33,565	33,732	33,901	34,071	34,242	34,413	34,585	33.38	22.25
23	34,757	34,931	35,106	35,282	35,459	35,636	35,814	35,994	34.11	22.74
24	36,173	36,354	36,534	36,718	36,901	37,085	37,272	37,457	34.86	23.24
25	37,645	37,833	38,022	38,212	38,404	38,595	38,788		35.64	23.76

July 1, 1991-December 31, 1991

TECHNICAL ASSISTANT III (82%) (Steps 11 (E) to 25 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
11					20,944	21,051	21,155	21,262	24.00	16.00
12	21,367	21,474	21,581	21,689	21,798	21,906	22,017	22,127	24.64	16.43
13	22,238	22,348	22,459	22,572	22,685	22,798	22,912	23,027	25.45	16.97
14	23,142	23,258	23,374	23,492	23,609	23,727	23,845	23,964	26.16	17.44
15	24,085	24,204	24,326	24,447	24,570	24,692	24,816	24,941	26.85	17.90
16	25,065	25,191	25,315	25,443	25,569	25,697	25,826	25,954	27.56	18.37
17	26,086	26,216	26,347	26,479	26,611	26,744	26,878	27,012	28.28	18.85
18	27,147	27,283	27,419	27,556	27,693	27,832	27,971	28,112	28.97	19.31
19	28,252	28,393	28,535	28,678	28,820	28,966	29,111	29,256	29.68	19.79
20	29,401	29,550	29,697	29,844	29,994	30,145	30,295	30,447	30.39	20.26
21	30,600	30,752	30,905	31,060	31,215	31,371	31,528	31,687	31.11	20.74
22	31,844	32,004	32,164	32,325	32,486	32,649	32,813	32,976	31.83	21.22
23	33,141	33,306	33,473	33,641	33,810	33,978	34,148	34,319	32.53	21.69
24	34,491	34,663	34,835	35,010	35,185	35,360	35,539	35,715	33.24	22.16
25	35,894	36,073	36,253	36,435	36,617	36,800	36,984		33.98	22.65

APPENDIX "B"

January 1, 1992-June 30, 1992

FULL PROFESSOR (Steps 1 (H) to 16 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1								42,062	37.69	25.13
2	42,272	42,482	42,695	42,908	43,122	43,340	43,555	43,773	38.99	25.99
3	43,992	44,211	44,433	44,655	44,878	45,103	45,327	45,555	40.31	26.87
4	45,782	46,012	46,242	46,474	46,705	46,938	47,172	47,410	41.62	27.75
5	47,647	47,884	48,125	48,365	48,607	48,849	49,093	49,339	42.52	28.35
6	49,586	49,834	50,083	50,333	50,585	50,839	51,092	51,347	43.41	28.94
7	51,604	51,863	52,122	52,382	52,644	52,906	53,173	53,438	44.32	29.55
8	53,704	53,973	54,243	54,515	54,787	55,062	55,337	55,613	45.16	30.11
9	55,891	56,171	56,452	56,734	57,018	57,302	57,590	57,876	46.04	30.69
10	58,166	58,457	58,750	59,044	59,339	59,635	59,933	60,232	46.94	31.29
11	60,534	60,836	61,141	61,447	61,754	62,062	62,372	62,685	47.75	31.83
12	62,998	63,314	63,630	63,947	64,268	64,589	64,912	65,236	48.58	32.39
13	65,562	65,891	66,219	66,550	66,885	67,218	67,554	67,892	49.39	32.93
14	68,232	68,572	68,916	69,260	69,607	69,954	70,304	70,657	50.21	33.47
15	71,009	71,363	71,721	72,079	72,441	72,801	73,166	73,533	50.60	33.73
16	73,899	74,268	74,639	75,012	75,387	75,764	76,143		51.01	34.01

January 1, 1992-June 30, 1992

ASSOCIATE PROFESSOR (Steps 1 (G) to 17 (8))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 Rate
1							35,855	36,036	34.62	23.08
2	36,216	36,395	36,578	36,763	36,945	37,130	37,317	37,503	35.36	23.57
3	37,689	37,878	38,067	38,258	38,449	38,642	38,834	39,030	36.08	24.05
4	39,224	39,420	39,618	39,816	40,016	40,215	40,416	40,617	36.82	24.55
5	40,821	41,026	41,231	41,437	41,644	41,853	42,062	42,272	37.69	25.13
6	42,482	42,695	42,908	43,122	43,340	43,555	43,773	43,992	38.99	25.99
7	44,211	44,433	44,655	44,878	45,103	45,327	45,555	45,782	40.31	26.87
8	46,012	46,242	46,474	46,705	46,938	47,172	47,410	47,647	41.62	27.75
9	47,884	48,125	48,365	48,607	48,849	49,093	49,339	49,586	42.52	28.35
10	49,834	50,083	50,333	50,585	50,839	51,092	51,347	51,604	43.41	28.94
11	51,863	52,122	52,382	52,644	52,906	53,173	53,438	53,704	44.32	29.55
12	53,973	54,243	54,515	54,787	55,062	55,337	55,613	55,891	45.16	30.11
13	56,171	56,452	56,734	57,018	57,302	57,590	57,876	58,166	46.04	30.69
14	58,457	58,750	59,044	59,339	59,635	59,933	60,232	60,534	46.94	31.29
15	60,836	61,141	61,447	61,754	62,062	62,372	62,685	62,998	47.75	31.83
16	63,314	63,630	63,947	64,268	64,589	64,912	65,236	65,562	48.58	32.39
17	65,891	66,219							49.20	32.80

January 1, 1992-June 30, 1992

ASSISTANT PROFESSOR (Steps 1 (D) to 17 (D))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1				31,182	31,337	31,495	31,651	31,812	31.58	21.05
2	31,970	32,130	32,292	32,452	32,614	32,778	32,942	33,106	32.24	21.49
3	33,271	33,438	33,605	33,772	33,941	34,111	34,282	34,454	32.88	21.92
4	34,626	34,799	34,973	35,147	35,324	35,502	35,678	35,855	33.55	22.37
5	36,036	36,216	36,395	36,578	36,763	36,945	37,130	37,317	34.40	22.93
6	37,503	37,689	37,878	38,067	38,258	38,449	38,642	38,834	36.21	24.14
7	39,030	39,224	39,420	39,618	39,816	40,016	40,215	40,416	38.01	25.34
8	40,617	40,821	41,026	41,231	41,437	41,644	41,853	42,062	38.89	25.93
9	42,272	42,482	42,695	42,908	43,122	43,340	43,555	43,773	39.74	26.49
10	43,992	44,211	44,433	44,655	44,878	45,103	45,327	45,555	40.56	27.04
11	45,782	46,012	46,242	46,474	46,705	46,938	47,172	47,410	41.44	27.63
12	47,647	47,884	48,125	48,365	48,607	48,849	49,093	49,339	42.31	28.21
13	49,586	49,834	50,083	50,333	50,585	50,839	51,092	51,347	43.22	28.81
14	51,604	51,863	52,122	52,382	52,644	52,906	53,173	53,438	44.11	29.41
15	53,704	53,973	54,243	54,515	54,787	55,062	55,337	55,613	44.93	29.95
16	55,891	56,171	56,452	56,734	57,018	57,302	57,590	57,876	45.80	30.53
17	58,166	58,457	58,750	59,044					46.56	31.04

January 1, 1992-June 30, 1992

INSTRUCTOR (STEPS 1 (E) to 15 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 Rate
1					26,318	26,449	26,583	26,715	29.27	19.51
2	26,850	26,984	27,119	27,254	27,389	27,527	27,664	27,802	30.05	20.03
3	27,942	28,082	28,222	28,364	28,505	28,648	28,791	28,935	31.03	20.69
4	29,079	29,225	29,372	29,518	29,666	29,814	29,964	30,112	31.90	21.27
5	30,263	30,415	30,568	30,721	30,872	31,027	31,182	31,337	32.75	21.83
6	31,495	31,651	31,812	31,970	32,130	32,292	32,452	32,614	33.61	22.41
7	32,778	32,942	33,106	33,271	33,438	33,605	33,772	33,941	34.49	22.99
8	34,111	34,282	34,454	34,626	34,799	34,973	35,147	35,324	35.33	23.55
9	35,502	35,678	35,855	36,036	36,216	36,395	36,578	36,763	36.19	24.13
10	36,945	37,130	37,317	37,503	37,689	37,878	38,067	38,258	37.07	24.71
11	38,449	38,642	38,834	39,030	39,224	39,420	39,618	39,816	37.94	25.29
12	40,016	40,215	40,416	40,617	40,821	41,026	41,231	41,437	38.81	25.87
13	41,644	41,853	42,062	42,272	42,482	42,695	42,908	43,122	39.67	26.45
14	43,340	43,555	43,773	43,992	44,211	44,433	44,655	44,878	40.54	27.03
15	45,103	45,327	45,555	45,782	46,012	46,242	46,474		41.44	27.63

January 1, 1992-June 30, 1992

ASSOCIATE INSTRUCTOR (Step 1 (E) to 20 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					21,560	21,668	21,775	21,883	25.62	17.08
2	21,992	22,104	22,213	22,325	22,436	22,549	22,661	26,774	26.14	17.43
3	22,889	23,002	23,118	23,234	23,349	23,466	23,584	23,702	26.67	17.78
4	23,821	23,939	24,060	24,179	24,300	24,422	24,545	24,667	27.22	18.15
5	24,789	24,913	25,038	25,163	25,289	25,416	25,541	25,671	28.09	18.73
6	25,798	25,929	26,057	26,188	26,318	26,449	26,583	26,715	29.27	19.51
7	26,850	26,984	27,119	27,254	27,389	27,527	27,664	27,802	30.05	20.03
8	27,942	28,082	28,222	28,364	28,505	28,648	28,791	28,935	31.03	20.69
9	29,079	29,225	29,372	29,518	29,666	29,814	29,964	30,112	31.90	21.27
10	30,263	30,415	30,568	30,721	30,872	31,027	31,182	31,337	32.75	21.83
11	31,495	31,651	31,812	31,970	32,130	32,292	32,452	32,614	33.61	22.41
12	32,778	32,942	33,106	33,271	33,438	33,605	33,772	33,941	34.49	22.99
13	34,111	34,282	34,454	34,626	34,799	34,973	35,147	35,324	35.33	23.55
14	35,502	35,678	35,855	36,036	36,216	36,395	36,578	36,763	36.19	24.13
15	36,945	37,130	37,317	37,503	37,689	37,878	38,067	38,258	37.07	24.71
16	38,449	38,642	38,834	39,030	39,224	39,420	39,618	39,816	37.94	25.29
17	40,016	40,215	40,416	40,617	40,821	41,026	41,231	41,437	38.81	25.87
18	41,644	41,853	42,062	42,272	42,482	42,695	42,908	43,122	39.67	26.45
19	43,340	43,555	43,773	43,992	44,211	44,433	44,655	44,878	40.54	27.03
20	45,103	45,327	45,555	45,782	46,012	46,242	46,474		41.44	27.63

January 1, 1992 to June 30, 1992

LIBRARY ASSOCIATE - PROFESSIONAL ASSISTANT (Steps 1 (E) to 15 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					25,002	25,127	25,254	25,379	27.81	18.54
2.	25,508	25,635	25,763	25,891	26,020	26,151	26,281	26,412	28.55	19.03
3	26,545	26,678	26,811	26,946	27,080	27,216	27,351	27,488	29.48	19.65
4	27,625	27,764	27,903	28,042	28,183	28,323	28,466	28,606	30.30	20.20
5	28,750	28,894	29,040	29,185	29,328	29,476	29,623	29,770	31.11	20.74
6	29,920	30,068	30,221	30,372	30,524	30,677	30,829	30,983	31.93	21.29
7	31,139	31,295	31,451	31,607	31,766	31,925	32,083	32,244	32.77	21.84
8	32,405	32,568	32,731	32,895	33,059	33,224	33,390	33,558	33.56	22.38
9	33,727	33,894	34,062	34,234	34,405	34,575	34,749	34,925	34.38	22.92
10	35,098	35,274	35,451	35,628	35,805	35,984	36,164	36,345	35.22	23.48
11	36,527	36,710	36,892	37,079	37,263	37,449	37,637	37,825	36.04	24.03
12	38,015	38,204	38,395	38,586	38,780	38,975	39,169	39,365	36.87	24.58
13	39,562	39,760	39,959	40,158	40,358	40,560	40,763	40,966	37.69	25.12
14	41,173	41,377	41,584	41,792	42,000	42,211	42,422	42,634	38.51	25.68
15	42,848	43,061	43,277	43,493	43,711	43,930	44,150		39.37	26.25

January 1, 1992 to June 30, 1992

TECHNICAL ASSISTANT I (Steps 1 (E) to 15 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					23,949	24,069	24,191	24,311	26.64	17.76
2	24,434	24,555	24,678	24,801	24,924	25,050	25,174	25,300	27.35	18.23
3	25,427	25,555	25,682	25,811	25,940	26,070	26,200	26,331	28.24	18.82
4	26,462	26,595	26,729	26,861	26,996	27,131	27,267	27,402	29.03	19.35
5	27,539	27,678	27,817	27,956	28,094	28,235	28,376	28,517	29.80	19.87
6	28,660	28,802	28,949	29,093	29,238	29,386	29,531	29,679	30.59	20.39
7	29,828	29,977	30,126	30,277	30,429	30,581	30,733	30,886	31.39	20.92
8	31,041	31,197	31,353	31,510	31,667	31,825	31,984	32,145	32.15	21.43
9	32,307	32,467	32,628	32,793	32,957	33,119	33,286	33,454	32.93	21.96
10	33,620	33,788	33,958	34,128	34,297	34,469	34,641	34,815	33.73	22.49
11	34,989	35,164	35,339	35,517	35,694	35,872	36,052	36,233	34.53	23.02
12	36,415	36,596	36,779	36,961	37,147	37,334	37,520	37,708	35.32	23.54
13	37,896	38,086	38,276	38,468	38,659	38,852	39,046	39,241	36.10	24.07
14	39,439	39,635	39,833	40,033	40,232	40,434	40,636	40,839	36.89	24.59
15	41,044	41,248	41,455	41,662	41,871	42,080	42,291		37.71	25.14

January 1, 1992 to June 30, 1992

TECHNICAL ASSISTANT II (Steps 1 (E) to 15 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					22,633	22,746	22,861	22,975	25.17	16.78
2	23,091	23,206	23,322	23,438	23,555	23,673	23,791	23,910	25.84	17.23
3	24,030	24,151	24,271	24,393	24,514	24,637	24,760	24,884	26.69	17.79
4	25,008	25,134	25,260	25,385	25,513	25,640	25,769	25,896	27.43	18.29
5	26,026	26,157	26,288	26,420	26,550	26,683	26,817	26,950	28.17	18.78
6	27,086	27,220	27,358	27,494	27,632	27,771	27,909	28,048	28.90	19.27
7	28,189	28,330	28,471	28,613	28,757	28,900	29,044	29,189	29.66	19.77
8	29,335	29,483	29,630	29,778	29,927	30,077	30,226	30,379	30.38	20.26
9	30,532	30,683	30,835	30,991	31,146	31,300	31,457	31,616	31.12	20.75
10	31,773	31,932	32,093	32,253	32,413	32,575	32,738	32,902	31.88	21.25
11	33,066	33,232	33,397	33,566	33,733	33,901	34,071	34,242	32.63	21.75
12	34,414	34,585	34,758	34,931	35,106	35,282	35,459	35,636	33.38	22.25
13	35,814	35,994	36,173	36,354	36,535	36,718	36,901	37,085	34.12	22.74
14	37,272	37,457	37,645	37,833	38,021	38,212	38,403	38,595	34.86	23.24
15	38,789	38,981	39,177	39,373	39,570	39,768	39,968		35.64	23.76

January 1, 1992 to June 30, 1992

TECHNICAL ASSISTANT III (Steps 1 (E) to 15 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					21,581	21,688	21,798	21,906	24.00	16.00
2	22,017	22,127	22,238	22,348	22,459	22,572	22,684	22,798	24.64	16.43
3	22,912	23,027	23,142	23,258	23,374	23,491	23,609	23,727	25.44	16.96
4	23,845	23,965	24,085	24,205	24,326	24,447	24,570	24,692	26.16	17.44
5	24,816	24,940	25,066	25,191	25,315	25,442	25,569	25,696	26.85	17.90
6	25,826	25,954	26,086	26,215	26,347	26,479	26,611	26,743	27.56	18.37
7	26,878	27,012	27,147	27,282	27,419	27,556	27,693	27,832	28.28	18.85
8	27,971	28,111	28,252	28,393	28,535	28,678	28,821	28,966	28.97	19.31
9	29,112	29,256	29,401	29,550	29,697	29,844	29,994	30,146	29.68	19.78
10	30,295	30,447	30,600	30,752	30,905	31,060	31,215	31,372	30.40	20.26
11	31,528	31,686	31,844	32,005	32,164	32,324	32,487	32,649	31.11	20.74
12	32,813	32,976	33,141	33,306	33,473	33,641	33,809	33,978	31.82	21.22
13	34,148	34,319	34,491	34,663	34,835	35,010	35,185	35,360	32.53	21.69
14	35,539	35,715	35,894	36,073	36,253	36,435	36,617	36,800	33.24	22.16
15	36,984	37,168	37,355	37,541	37,730	37,918	38,109		33.98	22.65

July 1, 1992 to December 31, 1992

FULL PROFESSOR (Steps 1 (H) to 16 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1								44,165	39.20	26.13
2	44,386	44,606	44,830	45,053	45,278	45,507	45,733	45,962	40.55	27.03
3	46,192	46,422	46,655	46,888	47,122	47,358	47,593	47,833	41.92	27.95
4	48,071	48,313	48,554	48,798	49,040	49,285	49,531	49,780	43.28	28.86
5	50,029	50,278	50,531	50,783	51,037	51,291	51,548	51,806	44.22	29.48
6	52,065	52,326	52,587	52,850	53,114	53,381	53,647	53,914	45.15	30.10
7	54,184	54,456	54,728	55,001	55,276	55,551	55,832	56,110	46.09	30.73
8	56,389	56,672	56,955	57,241	57,526	57,815	58,104	58,394	46.97	31.31
9	58,686	58,980	59,275	59,571	59,869	60,167	60,469	60,770	47.88	31.92
10	61,074	61,380	61,687	61,996	62,306	62,617	62,930	63,244	48.82	32.55
11	63,561	63,878	64,198	64,519	64,842	65,165	65,491	65,819	49.66	33.11
12	66,148	66,480	66,812	67,144	67,481	67,818	68,158	68,498	50.52	33.68
13	68,840	69,186	69,530	69,878	70,229	70,579	70,932	71,287	51.37	34.24
14	71,644	72,001	72,362	72,723	73,087	73,452	73,819	74,190	52.22	34.81
15	74,559	74,931	75,307	75,683	76,063	76,441	76,824	77,210	52.62	35.08
16	77,594	77,981	78,371	78,763	79,156	79,552	79,950		53.05	35.37

JULY 1, 1992 TO DECEMBER 31, 1992

ASSOCIATE PROFESSOR (Steps 1 (G) to 17 (B))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1							37,648	37,838	36.00	24.00
2	38,027	38,215	38,407	38,601	38,792	38,986	39,183	39,378	36.77	24.52
3	39,573	39,772	39,970	40,171	40,371	40,574	40,776	40,982	37.52	25.02
4	41,185	41,391	41,599	41,807	42,017	42,226	42,437	42,648	38.29	25.53
5	42,862	43,077	43,293	43,509	43,726	43,946	44,165	44,386	39.20	26.13
6	44,606	44,830	45,053	45,278	45,507	45,733	45,962	46,192	40.55	27.03
7	46,422	46,655	46,888	47,122	47,358	47,593	47,833	48,071	41.92	27.95
8	48,313	48,554	48,798	49,040	49,285	49,531	49,780	50,029	43.28	28.86
9	50,278	50,531	50,783	51,037	51,291	51,548	51,806	52,065	44.22	29.48
10	52,326	52,587	52,850	53,114	53,381	53,647	53,914	54,184	45.15	30.10
11	54,456	54,728	55,001	55,276	55,551	55,832	56,110	56,389	46.09	30.73
12	56,672	56,955	57,241	57,526	57,815	58,104	58,394	58,686	46.97	31.31
13	58,980	59,275	59,571	59,869	60,167	60,469	60,770	61,074	47.88	31.92
14	61,380	61,687	61,996	62,306	62,617	62,930	63,244	63,561	48.82	32.55
15	63,878	64,198	64,519	64,842	65,165	65,491	65,819	66,148	49.66	33.11
16	66,480	66,812	67,144	67,481	67,818	68,158	68,498	68,840	50.52	33.68
17	69,186	69,530							51.17	34.11

JULY 1, 1992 TO DECEMBER 31, 1992

ASSISTANT PROFESSOR (Steps 1 (0) to 17 (0))

	A	B	C	O	E	F	G	H	OVER LOAD RATE	2/3 RATE
1				32,741	32,904	33,070	33,234	33,403	32.84	21.90
2	33,568	33,736	33,907	34,075	34,245	34,417	34,589	34,761	33.53	22.35
3	34,935	35,110	35,285	35,461	35,638	35,817	35,996	36,177	34.20	22.80
4	36,357	36,539	36,722	36,904	37,090	37,277	37,462	37,648	34.89	23.26
5	37,838	38,027	38,215	38,407	38,601	38,792	38,986	39,183	35.78	23.85
6	39,378	39,573	39,772	39,970	40,171	40,371	40,574	40,776	37.66	25.11
7	40,982	41,185	41,391	41,599	41,807	42,017	42,226	42,437	39.53	26.35
8	42,648	42,862	43,077	43,293	43,509	43,726	43,946	44,165	40.45	26.96
9	44,386	44,606	44,830	45,053	45,278	45,507	45,733	45,962	41.33	27.55
10	46,192	46,422	46,655	46,888	47,122	47,358	47,593	47,833	42.18	28.12
11	48,071	48,313	48,554	48,798	49,040	49,285	49,531	49,780	43.10	28.73
12	50,029	50,278	50,531	50,783	51,037	51,291	51,548	51,806	44.00	29.33
13	52,065	52,326	52,587	52,850	53,114	53,381	53,647	53,914	44.95	29.97
14	54,184	54,456	54,728	55,001	55,276	55,551	55,832	56,110	45.87	30.58
15	56,389	56,672	56,955	57,241	57,526	57,815	58,104	58,394	46.73	31.15
16	58,686	58,980	59,275	59,571	59,869	60,167	60,469	60,770	47.63	31.75
17	61,074	61,380	61,687	61,996					48.42	32.28

JULY 1, 1992 TO DECEMBER 31, 1992

INSTRUCTOR (Step 1 (E) to 15 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					27,634	27,771	27,912	28,051	30.44	20.29
2	28,192	28,333	28,475	28,617	28,758	28,903	29,047	29,192	31.25	20.83
3	29,339	29,486	29,633	29,782	29,930	30,080	30,231	30,382	32.27	21.51
4	30,533	30,686	30,841	30,994	31,149	31,305	31,462	31,618	33.18	22.12
5	31,776	31,936	32,096	32,257	32,416	32,578	32,741	32,904	34.06	22.71
6	33,070	33,234	33,403	33,568	33,736	33,907	34,075	34,245	34.95	23.30
7	34,417	34,589	34,761	34,935	35,110	35,285	35,461	35,638	35.87	23.91
8	35,817	35,996	36,177	36,357	36,539	36,722	36,904	37,090	36.74	24.50
9	37,277	37,462	37,648	37,838	38,027	38,215	38,407	38,601	37.64	25.09
10	38,792	38,986	39,183	39,378	39,573	39,772	39,970	40,171	38.55	25.70
11	40,371	40,574	40,776	40,982	41,185	41,391	41,599	41,807	39.46	26.31
12	42,017	42,226	42,437	42,648	42,862	43,077	43,293	43,509	40.36	26.91
13	43,726	43,946	44,165	44,386	44,606	44,830	45,053	45,278	41.26	27.50
14	45,507	45,733	45,962	46,192	46,422	46,655	46,888	47,122	42.16	28.11
15	47,358	47,593	47,833	48,071	48,313	48,554	48,798		43.10	28.73

JULY 1, 1992 TO DECEMBER 31, 1992

ASSOCIATE INSTRUCTOR (Step 1 (E) to 20 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					22,638	22,751	22,864	22,977	26.64	17.76
2	23,092	23,209	23,324	23,441	23,558	23,676	23,794	23,913	27.19	18.12
3	24,033	24,152	24,274	24,396	24,516	24,639	24,763	24,887	27.74	18.49
4	25,012	25,136	25,263	25,388	25,515	25,643	25,772	25,900	28.31	18.87
5	26,028	26,159	26,290	26,421	26,553	26,687	26,818	26,955	29.21	19.48
6	27,088	27,225	27,360	27,497	27,634	27,771	27,912	28,051	30.44	20.29
7	28,192	28,333	28,475	28,617	28,758	28,903	29,047	29,192	31.25	20.83
8	29,339	29,486	29,633	29,782	29,930	30,080	30,123	30,382	32.27	21.51
9	30,533	30,686	30,841	30,994	31,149	31,305	31,462	31,618	33.18	22.12
10	31,776	31,936	32,096	32,257	32,416	32,578	32,741	32,904	34.06	22.71
11	33,070	33,234	33,403	33,568	33,736	33,907	34,075	34,245	34.95	23.30
12	34,417	34,589	34,761	34,935	35,110	35,285	35,461	35,638	35.87	23.91
13	35,817	35,996	36,177	36,357	36,539	36,722	36,904	37,090	36.74	24.50
14	37,277	37,462	37,648	37,838	38,027	38,215	38,407	38,601	37.64	25.09
15	38,792	38,986	39,183	39,378	39,573	39,772	39,970	40,171	38.55	25.70
16	40,371	40,574	40,776	40,982	41,185	41,391	41,599	41,807	39.46	26.31
17	42,017	42,226	42,437	42,648	42,862	43,077	43,293	43,509	40.36	26.91
18	43,726	43,946	44,165	44,386	44,606	44,830	45,053	45,278	41.26	27.50
19	45,507	45,733	45,962	46,192	46,422	46,655	46,888	47,122	42.16	28.11
20	47,358	47,593	47,833	48,071	48,313	48,554	48,798		43.10	28.73

JULY 1, 1992 TO DECEMBER 31, 1992

LIBRARY ASSOCIATE - PROFESSIONAL ASSISTANT (Step 1 (E) to 15 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					26,252	26,382	26,516	26,648	28.92	19.28
2	26,782	26,916	27,051	27,186	27,320	27,458	27,595	27,732	29.69	19.79
3	27,872	28,012	28,151	28,293	28,434	28,576	28,719	28,863	30.66	20.44
4	29,006	29,152	29,299	29,444	29,592	29,740	29,889	30,037	31.52	21.01
5	30,187	30,339	30,491	30,644	30,795	30,949	31,104	31,259	32.36	21.57
6	31,417	31,572	31,733	31,890	32,049	32,212	32,371	32,533	33.21	22.14
7	32,696	32,860	33,023	33,188	33,355	33,521	33,688	33,856	34.08	22.72
8	34,026	34,196	34,368	34,539	34,712	34,886	35,059	35,236	34.91	23.27
9	35,413	35,589	35,766	35,946	36,126	36,304	36,487	36,671	35.76	23.84
10	36,852	37,037	37,224	37,409	37,594	37,783	37,972	38,162	36.63	24.42
11	38,352	38,545	38,737	38,933	39,126	39,321	39,519	39,717	37.48	24.99
12	39,916	40,115	40,315	40,516	40,719	40,923	41,128	41,334	38.34	25.56
13	41,540	41,749	41,957	42,167	42,376	42,589	42,800	43,014	39.19	26.13
14	43,232	43,446	43,664	43,882	44,101	44,322	44,544	44,766	40.05	26.70
15	44,990	45,213	45,441	45,667	45,897	46,126	46,358		40.94	27.30

JULY 1, 1992 TO DECEMBER 31, 1992

TECHNICAL ASSISTANT I (91%) (Steps 1 (E) to 15 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					25,147	25,272	25,400	25,526	27.70	18.47
2	25,655	25,783	25,912	26,041	26,170	26,302	26,433	26,565	28.44	18.96
3	26,698	26,832	26,966	27,102	27,236	27,373	27,510	27,648	29.37	19.58
4	27,785	27,924	28,065	28,205	28,346	28,488	28,630	28,772	30.19	20.13
5	28,916	29,062	29,207	29,354	29,499	29,646	29,794	29,943	30.99	20.66
6	30,094	30,243	30,397	30,547	30,700	30,855	31,008	31,163	31.81	21.21
7	31,319	31,476	31,633	31,791	31,950	32,109	32,270	32,431	32.64	21.76
8	32,593	32,756	32,921	33,085	33,250	33,417	33,583	33,752	33.44	22.29
9	33,922	34,090	34,260	34,433	34,605	34,776	34,950	35,127	34.25	22.83
10	35,301	35,477	35,657	35,834	36,011	36,193	36,373	36,556	35.08	23.39
11	36,738	36,922	37,106	37,294	37,478	37,666	37,855	38,044	35.91	23.94
12	38,235	38,426	38,618	38,810	39,004	39,200	39,397	39,593	36.73	24.49
13	39,791	39,991	40,190	40,391	40,591	40,795	40,998	41,203	37.54	25.03
14	41,411	41,617	41,825	42,035	42,244	42,456	42,668	42,881	38.37	25.58
15	43,096	43,310	43,528	43,745	43,965	44,184	44,406		39.22	26.15

JULY 1, 1992 TO DECEMBER 31, 1992

TECHNICAL ASSISTANT II (86%) (Steps 1 (E) to 15 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					23,765	23,883	24,004	24,124	26.18	17.45
2	24,245	24,366	24,489	24,611	24,732	24,857	24,980	25,105	26.88	17.92
3	25,232	25,358	25,484	25,613	25,740	25,869	25,999	26,129	27.75	18.50
4	26,258	26,390	26,523	26,655	26,788	26,922	27,057	27,191	28.53	19.02
5	27,327	27,465	27,603	27,741	27,878	28,017	28,157	28,297	29.29	19.53
6	28,440	28,581	28,727	28,868	29,013	29,160	29,305	29,451	30.06	20.04
7	29,599	29,747	29,894	30,044	30,195	30,345	30,496	30,649	30.85	20.57
8	30,803	30,957	31,112	31,267	31,424	31,581	31,737	31,897	31.60	21.07
9	32,058	32,217	32,377	32,541	32,703	32,865	33,030	33,197	32.37	21.58
10	33,361	33,528	33,697	33,865	34,033	34,204	34,374	34,547	33.16	22.10
11	34,719	34,894	35,067	35,245	35,419	35,596	35,775	35,954	33.93	22.62
12	36,135	36,314	36,496	36,677	36,861	37,046	37,232	37,418	34.71	23.14
13	37,604	37,794	37,982	38,172	38,361	38,554	38,746	38,939	35.48	23.65
14	39,136	39,330	39,527	39,725	39,923	40,123	40,324	40,525	36.26	24.17
15	40,728	40,930	41,136	41,341	41,549	41,756	41,966		37.06	24.71

JULY 1, 1992 TO DECEMBER 31, 1992

TECHNICAL ASSISTANT III (82%) (Step 1 (E) to 15 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					22,660	22,772	22,888	23,002	24.96	16.64
2	23,117	23,233	23,350	23,466	23,582	23,700	23,819	23,937	25.63	17.08
3	24,058	24,179	24,299	24,421	24,543	24,666	24,789	24,913	26.46	17.64
4	25,037	25,163	25,290	25,415	25,542	25,670	25,799	25,927	27.20	18.14
5	26,056	26,188	26,319	26,451	26,581	26,714	26,848	26,981	27.93	18.62
6	27,117	27,252	27,390	27,526	27,664	27,804	27,942	28,081	28.66	19.11
7	28,222	28,363	28,504	28,647	28,790	28,934	29,078	29,223	29.41	19.61
8	29,370	29,517	29,665	29,813	29,962	30,112	30,261	30,414	30.13	20.09
9	30,567	30,719	30,871	31,027	31,182	31,336	31,494	31,653	30.86	20.58
10	31,809	31,969	32,130	32,290	32,450	32,613	32,775	32,940	31.61	21.08
11	33,104	33,271	33,436	33,605	33,772	33,941	34,111	34,282	32.36	21.57
12	34,454	34,625	34,798	34,971	35,147	35,323	35,500	35,677	33.10	22.06
13	35,855	36,036	36,215	36,397	36,577	36,761	36,943	37,128	33.83	22.55
14	37,316	37,501	37,689	37,877	38,066	38,257	38,448	38,640	34.57	23.05
15	38,834	39,026	39,223	39,418	39,617	39,814	40,014		35.34	23.56

APPENDIX "C"

January 1, 1993 to June 30, 1993

FULL PROFESSOR (STEPS 1 (H) TO 16 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1								44,386	39.20	26.13
2	44,606	44,830	45,053	45,278	45,507	45,733	45,962	46,192	40.55	27.03
3	46,422	46,655	46,888	47,122	47,358	47,593	47,833	48,071	41.92	27.95
4	48,313	48,554	48,798	49,040	49,285	49,531	49,780	50,029	43.28	28.86
5	50,278	50,531	50,783	51,037	51,291	51,548	51,806	52,065	44.22	29.48
6	52,326	52,587	52,850	53,114	53,381	53,647	53,914	54,184	45.15	30.10
7	54,456	54,728	55,001	55,276	55,551	55,832	56,110	56,389	46.09	30.73
8	56,672	56,955	57,241	57,526	57,815	58,104	58,394	58,686	46.97	31.31
9	58,980	59,275	59,571	59,869	60,167	60,469	60,770	61,074	47.88	31.92
10	61,380	61,687	61,996	62,306	62,617	62,930	63,244	63,561	48.82	32.55
11	63,878	64,198	64,519	64,842	65,165	65,491	65,819	66,148	49.66	33.11
12	66,480	66,812	67,144	67,481	67,818	68,158	68,498	68,840	50.52	33.68
13	69,186	69,530	69,878	70,229	70,579	70,932	71,287	71,644	51.37	34.24
14	72,001	72,362	72,723	73,087	73,452	73,819	74,190	74,559	52.22	34.81
15	74,931	75,307	75,683	76,063	76,441	76,824	77,210	77,549	52.62	35.08
16	77,981	78,371	78,763	79,156	79,552	79,950	80,349		53.05	35.37

January 1, 1993 to June 30, 1993

ASSOCIATE PROFESSOR (STEPS 1 (G) TO 17 (B))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1							38,027	38,215	36.00	24.00
2	38,407	38,601	38,792	38,986	39,183	39,378	39,573	39,772	36.77	24.52
3	39,970	40,171	40,371	40,574	40,776	40,982	41,185	41,391	37.52	25.02
4	41,599	41,807	42,017	42,226	42,437	42,648	42,862	43,077	38.29	25.53
5	43,293	43,509	43,726	43,946	44,165	44,386	44,606	44,830	39.20	26.13
6	45,053	45,278	45,507	45,733	45,962	46,192	46,422	46,655	40.55	27.03
7	46,888	47,122	47,358	47,593	47,833	48,071	48,313	48,554	41.92	27.95
8	48,798	49,040	49,285	49,531	49,780	50,029	50,278	50,531	43.28	28.86
9	50,783	51,037	51,291	51,548	51,806	52,065	52,326	52,587	44.22	29.48
10	52,850	53,114	53,381	53,647	53,914	54,184	54,456	54,728	45.15	30.10
11	55,001	55,276	55,551	55,832	56,110	56,389	56,672	56,955	46.09	30.73
12	57,241	57,526	57,815	58,104	58,394	58,686	58,980	59,275	46.97	31.31
13	59,571	59,869	60,167	60,469	60,770	61,074	61,380	61,687	47.88	31.92
14	61,996	62,306	62,617	62,930	63,244	63,561	63,878	64,198	48.82	32.55
15	64,519	64,842	65,165	65,491	65,819	66,148	66,480	66,812	49.66	33.11
16	67,144	67,481	67,818	68,158	68,498	68,840	69,186	69,530	50.52	33.68
17	69,878	70,229							51.17	34.11

January 1, 1993 to June 31, 1993

ASSISTANT PROFESSOR (STEPS 1 (D) to 17 (D))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1				33,070	33,234	33,403	33,568	33,736	32.84	21.90
2	33,907	34,075	34,245	34,417	34,589	34,761	34,935	35,110	33.53	22.35
3	35,285	35,461	35,638	35,817	35,996	36,177	36,357	36,539	34.20	22.80
4	36,722	36,904	37,090	37,277	37,462	37,648	37,838	38,027	34.89	23.26
5	38,215	38,407	38,601	38,792	38,986	39,183	39,378	39,573	35.78	23.85
6	39,772	39,970	40,171	40,371	40,574	40,776	40,982	41,185	37.66	25.11
7	41,391	41,599	41,807	42,017	42,226	42,437	42,648	42,862	39.53	26.35
8	43,077	43,293	43,509	43,726	43,946	44,165	44,386	44,606	40.45	26.96
9	44,830	45,053	45,278	45,507	45,733	45,962	46,192	46,422	41.33	27.55
10	46,655	46,888	47,122	47,358	47,593	47,833	48,071	48,313	42.18	28.12
11	48,554	48,798	49,040	49,285	49,531	49,780	50,029	50,278	43.10	28.73
12	50,531	50,783	51,037	51,291	51,548	51,806	52,065	52,326	44.00	29.33
13	52,587	52,850	53,114	53,381	53,647	53,914	54,184	54,456	44.95	29.97
14	54,728	55,001	55,276	55,551	55,832	56,110	56,389	56,672	45.87	30.58
15	56,955	57,241	57,526	57,815	58,104	58,394	58,686	58,980	46.73	31.15
16	59,275	59,571	59,869	60,167	60,469	60,770	61,074	61,380	47.63	31.75
17	61,687	61,998	62,306	62,617					48.42	32.28

January 1, 1993 to June 30, 1993

INSTRUCTOR STEPS 1 (E) TO 15 (G)

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					27,912	28,051	28,192	28,333	30.44	20.29
2	28,475	28,617	28,758	28,903	29,047	29,192	29,339	29,486	31.25	20.83
3	29,633	29,782	29,930	30,080	30,231	30,382	30,533	30,686	32.27	21.51
4	30,841	30,994	31,149	31,305	31,462	31,618	31,776	31,936	33.18	22.12
5	32,096	32,257	32,416	32,578	32,741	32,904	33,070	33,234	34.06	22.71
6	33,403	33,568	33,736	33,907	34,075	34,245	34,417	34,589	34.95	23.30
7	34,761	34,935	35,110	35,285	35,461	35,638	35,817	35,996	35.87	23.91
8	36,177	36,357	36,539	36,722	36,904	37,090	37,277	37,462	36.74	24.50
9	37,648	37,838	38,027	38,215	38,407	38,601	38,792	38,986	37.64	25.09
10	39,183	39,378	39,573	39,772	39,970	40,171	40,371	40,574	38.55	25.70
11	40,776	40,982	41,185	41,391	41,599	41,807	42,017	42,226	39.46	26.31
12	42,437	42,648	42,862	43,077	43,293	43,509	43,726	43,946	40.36	26.91
13	44,165	44,386	44,606	44,830	45,053	45,278	45,507	45,733	41.26	27.50
14	45,962	46,192	46,422	46,655	46,888	47,122	47,358	47,593	42.16	28.11
15	47,833	48,071	48,313	48,554	48,798	49,040	49,285		43.10	28.73

January 1, 1993 to June 30, 1993

ASSOCIATE INSTRUCTOR STEPS 1 (E) TO 20 (G)

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					22,863	22,977	23,092	23,207	26.64	17.76
2	23,323	23,440	23,557	23,675	22,793	23,912	24,032	24,152	27.19	18.12
3	24,274	24,396	24,516	24,639	25,763	24,887	25,012	25,136	27.74	18.49
4	25,263	25,388	25,515	25,643	25,772	25,900	26,028	26,159	28.31	18.87
5	26,290	26,421	26,553	26,687	26,818	26,955	27,088	27,225	29.21	19.48
6	27,360	27,497	27,634	27,771	27,912	28,051	28,192	28,333	30.44	20.29
7	28,475	28,617	28,758	28,903	29,047	29,192	29,339	29,486	31.25	20.83
8	29,633	29,782	29,930	30,080	30,231	30,382	30,533	30,686	32.27	21.51
9	30,841	30,994	31,149	31,305	31,462	31,618	31,776	31,936	33.18	22.12
10	32,096	32,257	32,416	32,578	32,741	32,904	33,070	33,234	34.06	22.71
11	33,403	33,568	33,736	33,907	34,075	34,245	34,417	34,589	34.95	23.30
12	34,761	34,935	35,110	35,285	35,461	35,638	35,817	35,996	35.87	23.91
13	36,177	36,357	36,539	36,722	36,904	37,090	37,277	37,462	36.74	24.50
14	37,648	37,838	38,027	38,215	38,407	38,601	38,792	38,986	37.64	25.09
15	39,183	39,378	39,573	39,772	39,970	40,171	40,371	40,574	38.55	25.70
16	40,776	40,982	41,185	41,391	41,599	41,807	42,017	42,226	39.46	26.31
17	42,437	42,648	42,862	43,077	43,293	43,509	43,726	43,946	40.36	26.91
18	44,165	44,386	44,606	44,830	45,053	45,278	45,507	45,733	41.26	27.50
19	45,962	46,192	46,422	46,655	46,888	47,122	47,358	47,593	42.16	28.11
20	47,833	48,071	48,313	48,554	48,798	49,040	49,285		43.10	28.73

January 1, 1993 to June 30, 1993

PROFESSIONAL ASSISTANT - LIBRARY ASSOCIATE (95%) (Steps 1 (E) to 15 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					26,516	26,648	26,782	26,916	28.92	19.28
2	27,051	27,186	27,320	27,458	27,595	27,732	27,872	28,012	29.69	19.79
3	28,151	28,293	28,434	28,576	28,719	28,863	29,006	29,152	30.66	20.44
4	29,299	29,444	29,592	29,740	29,889	30,037	30,187	30,339	31.52	21.01
5	30,491	30,644	30,795	30,949	31,104	31,259	31,417	31,572	32.36	21.57
6	31,733	31,890	32,049	32,212	32,371	32,533	32,696	32,860	33.21	22.14
7	33,023	33,188	33,355	33,521	33,688	33,856	34,026	34,196	34.08	22.72
8	34,368	34,539	34,712	34,886	35,059	35,236	35,413	35,589	34.91	23.27
9	35,766	35,946	36,126	36,304	36,487	36,671	36,852	37,037	35.76	23.84
10	37,224	37,409	37,594	37,783	37,972	38,162	38,352	38,545	36.63	24.42
11	38,737	38,933	39,126	39,321	39,519	39,717	39,916	40,115	37.48	24.99
12	40,315	40,516	40,719	40,923	41,128	41,334	41,540	41,749	38.34	25.56
13	41,957	42,167	42,376	42,589	42,800	43,014	43,232	43,446	39.19	26.13
14	43,664	43,882	44,101	44,322	44,544	44,766	44,990	45,213	40.05	26.70
15	45,441	45,667	45,897	46,126	46,358	46,588	46,821		40.94	27.30

January 1, 1993 to June 30, 1993

TECHNICAL ASSISTANT I (91%) (Step 1 (E) to 15 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					25,400	25,526	25,655	25,783	27.70	18.47
2	25,912	26,041	26,170	26,302	26,433	26,565	26,698	26,832	28.44	18.96
3	26,966	27,102	27,236	27,373	27,510	27,648	27,785	27,924	29.37	19.58
4	28,065	28,205	28,346	28,488	28,630	28,772	28,916	29,062	30.19	20.13
5	29,207	29,354	29,499	29,646	29,794	29,943	30,094	30,243	30.99	20.66
6	30,397	30,547	30,700	30,855	31,008	31,163	31,319	31,476	31.81	21.21
7	31,633	31,791	31,950	32,109	32,270	32,431	32,593	32,756	32.64	21.76
8	32,921	33,085	33,250	33,417	33,583	33,752	33,922	34,090	33.44	22.29
9	34,260	34,433	34,605	34,776	34,950	35,127	35,301	35,477	34.25	22.83
10	35,657	35,834	36,011	36,193	36,373	36,556	36,738	36,922	35.08	23.39
11	37,106	37,294	37,478	37,666	37,855	38,044	38,235	38,426	35.91	23.94
12	38,618	38,810	39,004	39,200	39,397	39,593	39,791	39,991	36.73	24.49
13	40,190	40,391	40,591	40,795	40,998	41,203	41,411	41,617	37.54	25.03
14	41,825	42,035	42,244	42,456	42,668	42,881	43,096	43,310	38.37	25.58
15	43,528	43,745	43,965	44,184	44,406	44,626	44,849		39.22	26.15

January 1, 1993 to June 30, 1993

TECHNICAL ASSISTANT II (86%) (Step 1 (E) to 15 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					24,004	24,124	24,245	24,366	26.18	17.45
2	24,489	24,611	24,732	24,857	24,980	25,105	25,232	25,358	26.88	17.92
3	25,484	25,613	25,740	25,869	25,999	26,129	26,258	26,390	27.75	18.50
4	26,523	26,655	26,788	26,922	27,057	27,191	27,327	27,465	28.53	19.02
5	27,603	27,741	27,878	28,017	28,157	28,297	28,440	28,581	29.29	19.53
6	28,727	28,868	29,013	29,160	29,305	29,451	29,599	29,747	30.06	20.04
7	29,894	30,044	30,195	30,345	30,496	30,649	30,803	30,957	30.85	20.57
8	31,112	31,267	31,424	31,581	31,737	31,897	32,058	32,217	31.60	21.07
9	32,377	32,541	32,703	32,865	33,030	33,197	33,361	33,528	32.37	21.58
10	33,697	33,865	34,033	34,204	34,374	34,547	34,719	34,894	33.16	22.10
11	35,067	35,245	35,419	35,596	35,775	35,954	36,135	36,314	33.93	22.62
12	36,496	36,677	36,861	37,046	37,232	37,418	37,604	37,794	34.71	23.14
13	37,982	38,172	38,361	38,554	38,746	38,939	39,136	39,330	35.48	23.65
14	39,527	39,725	39,923	40,123	40,324	40,525	40,728	40,930	36.26	24.17
15	41,136	41,341	41,549	41,756	41,966	42,174	42,385		37.06	24.71

January 1, 1993 to June 30, 1993

TECHNICAL ASSISTANT III (82%) (Step 1 (E) to 15 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
1					22,888	23,002	23,117	23,233	24.96	16.64
2	23,350	23,466	23,582	23,700	23,819	23,937	24,058	24,179	25.63	17.08
3	24,299	24,421	24,543	24,666	24,789	24,913	25,037	25,163	26.46	17.64
4	25,290	25,415	25,542	25,670	25,799	25,927	26,056	26,188	27.20	18.14
5	26,319	26,451	26,581	26,714	26,848	26,981	27,117	27,252	27.93	18.62
6	27,390	27,526	27,664	27,804	27,942	28,081	28,222	28,363	28.66	19.11
7	28,504	28,647	28,790	28,934	29,078	29,223	29,370	29,517	29.41	19.61
8	29,665	29,813	29,962	30,112	30,261	30,414	30,567	30,719	30.13	20.09
9	30,871	31,027	31,182	31,336	31,494	31,653	31,809	31,969	30.86	20.58
10	32,130	32,290	32,450	32,613	32,775	32,940	33,104	33,271	31.61	21.08
11	33,436	33,605	33,772	33,941	34,111	34,282	34,454	34,625	32.36	21.57
12	34,798	34,971	35,147	35,323	35,500	35,677	35,855	36,036	33.10	22.06
13	36,215	36,397	36,577	36,761	36,943	37,128	37,316	37,501	33.83	22.55
14	37,689	37,877	38,066	38,257	38,448	38,640	38,834	39,026	34.57	23.05
15	39,223	39,418	39,617	39,814	40,014	40,213	40,414		35.34	23.56